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Proposed programme budget for the biennium 1996-1997*

Part VIII Common support services

Section 26E
Conference services

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* The present document contains section 26E of the proposed programme budget for the biennium 1996-1997. The complete proposed programme budget will subsequently be issued in final printed form as *Official Records of the General Assembly, Fiftieth Session, Supplement No. 6* (A/50/6/Rev.1).

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Section 26E
Conference services

Overview

26E.1 The main objective of conference services is to provide the intergovernmental organs and expert bodies of the United Nations and their respective subsidiary bodies with high-quality services required to carry out their work and achieve their objectives in a timely and efficient manner, making the most cost-effective use of the conference-servicing resources and facilities available world wide.

26E.2 Activities to be financed under this subsection of the proposed programme budget relate to programme 39, Conference and library services, of major programme IX, Common support services, of the medium-term plan for the period 1992-1997, as revised (A/47/6/Rev.1). Included is provision for conference services in New York, Geneva and Vienna and library information services at Geneva and Vienna. Provision for more limited conference-servicing units and for library services at other duty stations, notably at Nairobi and at the headquarters of the regional commissions, are included under sections 15, ECA, 16, ESCAP, 18, ECLAC, 19, ESCWA, and 26H, Administration, Nairobi. Resources for the Dag Hammarskjöld Library in New York are included under section 25, Public information. Provision for some activities relating to subprogramme 4, Publishing services, of programme 39 are included under this subsection, while others are provided for under sections 25 and 26D, Support services.

26E.3 By its resolution 43/222 B of 21 December 1988, the General Assembly decided to maintain the Committee on Conferences as a permanent subsidiary organ to advise it on all matters related to the organization of conferences in the United Nations, including the calendar of conferences. By its decision 48/491 of 14 July 1994, the Assembly approved the reorganization of the Department of Administration and Management, including the merger of the former Office of Conference Services and Office of General Services into a new Office of Conference and Support Services under an Assistant Secretary-General. The Deputy to the Assistant Secretary-General is also Director of Conference Services, responsible on a day-to-day basis for the supervision of conference services and, under the authority of the Assistant Secretary-General, for the direction and development of conference-servicing policies and procedures within the Secretariat.

26E.4 Conference-servicing requirements are programmed through the biennial calendar of conferences and meetings, which is approved by the General Assembly, on the recommendation of the Committee on Conferences, in the year preceding the biennium to which the calendar applies and is subsequently adjusted during the course of the biennium. Given the uncertainties of the timing and volume of the demand for conference services, permanent conference-servicing resources are normally programmed below the projected workload levels required and are augmented when necessary through the use of temporary staff, for which provision is made under temporary assistance for meetings. Prior to 1988-1989, provision was made for meetings authorized after the calendar was approved through a consolidated statement of conference-servicing requirements submitted to the Assembly at the end of the year. Since 1988-1989, the level of resources for temporary assistance for meetings has been estimated on the basis of experience and provision made in the proposed programme budget not only for meetings programmed at that time, but also for meetings that would be authorized subsequently, provided that the number and distribution of meetings is consistent with the pattern in previous years.

26E.5 Pursuant to section II, paragraph 42, of General Assembly resolution 48/228 of 23 December 1994, the Secretary-General submitted to the Assembly at its forty-ninth session a comprehensive study on the organization, management and human resources requirements for the provision of adequate conference

services (A/C.5/49/34) which would serve as a basis for proposals for the regular budget for the biennium 1996-1997. The proposals herein take into account the recommendations contained in the report of the Secretary-General on the comprehensive study, the recommendations of the Committee on Conferences in its report to the Assembly at its forty-ninth session (A/49/32/Rev.1) and the provisions of General Assembly resolution 49/221 of 23 December 1994.

26E.6 In 1996-1997, conference services will concentrate on administering available resources through better systems, procedures and management, so as to provide the services required with an optimal balance among quality, timeliness and efficiency. The planning aspects of conference services, particularly in the documentation and meetings areas, will continue to be strengthened to achieve an integrated approach to the utilization of resources and facilities available in New York, Geneva and Vienna. Communications within conference-servicing units and among the three duty stations, as well as with the rest of the Secretariat and representatives of Member States will be reinforced to achieve maximum efficiency and teamwork. A programme of continuous improvement, introduced in late 1994, will be sustained, focusing on internal coordination and on encouraging initiative. Applications of computer technology will be implemented systematically to ensure that related functions advance at the same pace. Training plans, including management and supervisory training, skills upgrading and cross training between various functions, will be undertaken to make the best possible use of human resources. Benchmarking methods, initiated in early 1995 to allow for the analysis of factors that cause different performance standards and the adoption of best working practices, will be further refined and institutionalized in 1996-1997.

26E.7 By its resolution 49/237 of 31 March 1995, the General Assembly approved the establishment of a unified conference-servicing facility at the Vienna International Centre under the management of the United Nations. No additional appropriations were approved at that time, but account was taken of the anticipated increase in income in respect of reimbursements from UNIDO for services to be provided by the United Nations. Growth of $9.4 million for conference and library services at Vienna reflects delayed growth arising from that decision, as does a corresponding increase in estimated income from UNIDO under income section 2.

26E.8 Conference services are continuing to experience a high level of demand in 1994-1995. Workload statistics for Headquarters, Geneva and Vienna are provided in the respective sections below. Special conferences scheduled during 1996-1997 include the United Nations Conference on Human Settlements (Habitat II) (to be held at Istanbul), the ninth session of the United Nations Conference on Trade and Development, the Third United Nations Conference on the Exploration and Peaceful Uses of Outer Space (possibly at Bangalore), two special sessions of the General Assembly devoted to disarmament and the special session on the follow-up to Agenda 21.

26E.9 But for the impact of delayed growth stemming from the implementation of unified conference services at Vienna, the proposed programme budget would have proposed a reduction for conference services. This is based on an assumption that demand for conference services will moderate somewhat in 1996-1997 and on the impact of past investment in technological innovations and printing capacity as well as other improvements in productivity. The continued application of new technologies to the document-processing services has allowed a proposed abolition or redeployment of 13 posts from the text-processing units in New York and 6 in Geneva. It is expected that, by the end of 1996-1997, further reductions on the order of 25 per cent in the text-processing operation will be possible. Increased in-house production by conference services of official records and other publications that would have been sent for external typesetting and/or printing has contributed to a reduction in the proposed provision in this area of approximately $2 million.

26E.10 The estimated percentage distribution of the total resources among the three conference centres would be as follows:

		Regular budget	*Extra-budgetary*
		(percentage)	
A.	Conference services, New York	50.0	56.6
B.	Conference and library services, Geneva	39.7	43.4
C.	Conference and library services, Vienna	10.3	—
	Total	**100.0**	**100.0**

26E.11 The programme of work under this subsection includes four subprogrammes implemented at Headquarters and five at Geneva and Vienna. In addition, central provision is made under the Office of the Director, both in New York and Geneva, for a number of items such as temporary assistance, overtime and office automation equipment. The percentage distribution is shown below:

	Regular budget				*Extrabudgetary*		
	New York	*Geneva*	*Vienna*	*All duty stations*	*New York*	*Geneva*	*Total*
	(percentage)						
Office of the Director	15.9	11.9	—	12.7	—	7.0	3.1
Subprogramme 1 Editorial and official records service	19.1	22.0	21.8	20.5	—	—	—
Subprogramme 2 Meeting, interpretation and verbatim reporting services	16.9	16.0	18.8	16.7	—	—	—
Subprogramme 3 Translation services	32.2	26.5	41.9	31.0	97.9	—	55.4
Subprogramme 4 Publishing services	15.9	18.0	11.2	16.3	2.1	72.9	32.8
Subprogramme 5 Library information services	—	5.6	6.3	2.8	—	20.1	8.7
Total	**100.0**	**100.0**	**100.0**	**100.0**	**100.0**	**100.0**	**100.0**

Table 26E.1 **Summary of requirements by programme**
(Thousands of United States dollars)

(1) *Regular budget*

Programme	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
A. Conference services, New York							
1. Office of the Director	18 053.5	36 301.2	(962.0)	(2.6)	35 339.2	1 722.4	37 061.6
2. Editorial and official records services	48 147.2	43 722.2	(1 271.4)	(2.9)	42 450.8	1 674.0	44 124.8
3. Meeting, interpretation and verbatim reporting services	38 069.4	37 581.2	19.4	—	37 600.6	2 406.6	40 007.2
4. Translation services	73 230.3	70 200.5	1 498.1	2.1	71 698.6	4 443.5	76 142.1
5. Publishing services	39 487.5	36 740.4	(1 283.0)	(3.4)	35 457.4	1 425.2	36 882.6
Total	**216 987.9**	**224 545.5**	**(1 998.9)**	**(0.8)**	**222 546.6**	**11 671.7**	**234 218.3**
B. Conference and library services, Geneva							
1. Office of the Director	4 640.7	23 233.1	(2 169.1)	(9.3)	21 064.0	1 101.1	22 165.1
2. Editorial and official records services	36 077.7	40 166.9	(1 199.8)	(2.9)	38 967.1	2 452.3	41 419.4
3. Meeting, interpretation and verbatim reporting services	27 000.0	28 382.9	(171.4)	(0.6)	28 211.5	1 876.5	30 088.0
4. Translation services	51 779.7	46 699.3	249.6	0.5	46 948.9	3 160.6	50 109.5
5. Publishing services	29 264.8	33 484.8	(1 667.0)	(4.9)	31 817.8	1 960.0	33 777.8
6. Library information services	8 888.8	10 318.6	(387.9)	(3.7)	9 930.7	619.8	10 550.5
Total	**157 651.7**	**182 285.6**	**(5 345.6)**	**(2.9)**	**176 940.0**	**11 170.3**	**188 110.3**
C. Conference and library services, Vienna							
1. Editorial and official records services	2 074.7	3 058.2	6 943.2	227.0	10 001.4	1 148.8	11 150.2
2. Meeting, interpretation and verbatim reporting services	8 162.0	8 282.7	302.8	3.6	8 585.5	844.9	9 430.4
3. Translation services	17 142.6	19 548.1	(349.1)	(1.7)	19 199.0	1 878.7	21 077.7
4. Publishing services	2 704.7	2 853.8	2 250.8	78.8	5 104.6	577.9	5 682.5
5. Library information services	1 920.8	2 610.1	274.0	10.4	2 884.1	291.5	3 175.6
Total	**32 004.8**	**36 352.9**	**9 421.7**	**25.9**	**45 774.6**	**4 741.8**	**50 516.4**
Grand total	**406 644.4**	**443 184.0**	**2 077.2**	**0.4**	**445 261.2**	**27 583.8**	**472 845.0**

(2) *Extrabudgetary resources*

1992-1993 expenditures	1994-1995 estimates	Source of funds	1996-1997 estimates
		(a) Services in support of:	
		(i) United Nations organizations	
864.8	1 211.4	Support to extrabudgetary administrative structures	1 253.6
		(ii) Extrabudgetary activities	
334.0	—	Peace-keeping operations	—
		(b) Substantive activities	
1 633.7	1 788.1	Trust Fund for German Language Translation	1 892.0
102.0	102.0	Library Endowment Fund	102.0
13.7	65.4	Trust Fund for International Cooperation for Development	—
—	110.5	Trust Fund for Cooperation between the United Nations and Switzerland in the Field of Archives	95.0
—	—	(c) Operational projects	—
2 948.2	**3 277.4**	**Total**	**3 342.6**
409 592.6	**446 461.4**	**Total (1) and (2)**	**476 187.6**

Table 26E.2 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	1992-1993 expenditures	1994-1995 appropriations	Resource growth		Total before recosting	Recosting	1996-1997 estimates
			Amount	Percentage			
Posts	314 947.1	342 795.6	16 120.7	4.7	358 916.3	22 657.0	381 573.3
Other staff costs	58 268.3	57 942.4	195.0	0.3	58 137.4	3 339.4	61 476.8
Consultants and experts	85.4	88.4	(8.6)	(9.7)	79.8	3.9	83.7
Travel	1 391.8	170.6	(21.5)	(12.6)	149.1	8.4	157.5
Contractual services	3 989.7	4 009.4	1 863.8	46.4	5 873.2	313.4	6 186.6
General operating expenses	3 336.7	5 052.5	(577.1)	(11.4)	4 475.4	224.5	4 699.9
Supplies and materials	9 860.1	11 682.1	(2 153.8)	(18.4)	9 528.3	487.9	10 016.2
Equipment	3 862.6	6 059.9	(444.9)	(7.3)	5 615.0	291.7	5 906.7
Other	10 902.7	15 383.1	(12 896.4)	(83.8)	2 486.7	257.6	2 744.3
Total	**406 644.4**	**443 184.0**	**2 077.2**	**0.4**	**445 261.2**	**27 583.8**	**472 845.0**

(2) *Extrabudgetary resources*

1992-1993 expenditures	1994-1995 estimates	Object of expenditure	1996-1997 estimates
2 367.5	2 828.9	Posts	2 987.3
380.3	196.8	Other staff costs	177.7
—	10.4	Travel	—
12.7	14.2	General operating expenses	14.2
131.8	191.8	Supplies and materials	163.4
55.9	35.3	Equipment	—
2 948.2	**3 277.4**	**Total**	**3 342.6**
409 592.6	**446 461.4**	**Total (1) and (2)**	**476 187.6**

Table 26E.3 **Post requirements**

Programme: Conference services

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1994-1995	1996-1997	1994-1995	1996-1997	1994-1995	1996-1997	1994-1995	1996-1997
Professional category and above								
ASG	1	—	—	—	—	—	1	—
D-2	4	4	—	—	—	—	4	4
D-1	18	18	—	—	—	—	18	18
P-5	154	155	—	—	2	2	156	157
P-4/3	762	780	—	—	4	4	766	784
P-2/1	78	65	—	—	—	—	78	65
Total	**1 017**	**1 022**	—	—	**6**	**6**	**1 023**	**1 028**
General Service category								
Principal level	91	91	—	—	1	1	92	92
Other levels	984	965	—	—	13	13	997	978
Total	**1 075**	**1 056**	—	—	**14**	**14**	**1 089**	**1 070**
Other categories								
Trades and crafts	100	100	—	—	—	—	100	100
Total	**100**	**100**	—	—	—	—	**100**	**100**
Grand total	**2 192**[a]	**2 178**	—	—	**20**[b]	**20**[b]	**2 212**	**2 198**

[a] Includes 128 posts (1 D-1, 7 P-5, 17 P-4, 20 P-3, 4 P-2/1, 5 General Service (Principal level) and 74 General Service (Other level) transferred from UNIDO during 1995 without a corresponding appropriation.

[b] Posts in support of extrabudgetary administrative structures: 9 General Service (Other level); posts financed from the Trust Fund for German Language Translation: 2 P-5, 3 P-4, 1 P-3, 1 General Service (Principal level) and 4 General Service (Other level).

A. Conference services, New York

Table 26E.4 **Summary of requirements by programme**
(Thousands of United States dollars)

(1) *Regular budget*

Programme	1992-1993 expenditures	1994-1995 appropriations	Resource growth		Total before recosting	Recosting	1996-1997 estimates
			Amount	Percentage			
1. Office of the Director	18 053.5	36 301.2	(962.0)	(2.6)	35 339.2	1 722.4	37 061.6
2. Editorial and official records services	48 147.2	43 722.2	(1 271.4)	(2.9)	42 450.8	1 674.0	44 124.8
3. Meeting, interpretation and verbatim reporting services	38 069.4	37 581.2	19.4	—	37 600.6	2 406.6	40 007.2
4. Translation services	73 230.3	70 200.5	1 498.1	2.1	71 698.6	4 443.5	76 142.1
5. Publishing services	39 487.5	36 740.4	(1 283.0)	(3.4)	35 457.4	1 425.2	36 882.6
Total	**216 987.9**	**224 545.5**	**(1 998.9)**	**(0.8)**	**222 546.6**	**11 671.7**	**234 218.3**

(2) *Extrabudgetary resources*

1992-1993 expenditures	*1994-1995 estimates*	*Source of funds*	*1996-1997 estimates*
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
—	—	(ii) Extrabudgetary activities	—
		(b) Substantive activities	
1 633.7	1 788.1	Trust Fund for German Language Translation	1 892.0
—	—	(c) Operational projects	—
1 633.7	**1 788.1**		**1 892.0**
218 621.6	**226 333.6**		**236 110.3**

Table 26E.5 **Summary by object of expenditure**

(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	171 789.1	178 435.7	(507.3)	(0.2)	177 928.4	9 505.1	187 433.5
Other staff costs	32 476.8	30 765.7	(1 089.3)	(3.5)	29 676.4	1 441.5	31 117.9
Consultants and experts	85.4	88.4	(8.6)	(9.7)	79.8	3.9	83.7
Travel	118.6	106.4	(36.4)	(34.2)	70.0	3.4	73.4
Contractual services	2 716.8	2 603.7	753.9	28.9	3 357.6	162.8	3 520.4
General operating expenses	1 247.1	1 985.4	(80.4)	(4.0)	1 905.0	92.5	1 997.5
Supplies and materials	6 611.3	7 941.7	(1 798.4)	(22.6)	6 143.3	298.9	6 442.2
Equipment	1 942.8	2 618.5	767.6	29.3	3 386.1	163.6	3 549.7
Total	**216 987.9**	**224 545.5**	**(1 998.9)**	**(0.8)**	**222 546.6**	**11 671.7**	**234 218.3**

Table 26E.6 **Post requirements**

Organizational unit: Conference Services, Office of Conference and Support Services

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
ASG	1	—	—	—	—	—	1	—
D-2	3	3	—	—	—	—	3	3
D-1	12	11	—	—	—	—	12	11
P-5	96	98	—	—	2	2	98	100
P-4/3	438	449	—	—	4	4	442	453
P-2/1	47	42	—	—	—	—	47	42
Total	**597**	**603**	**—**	**—**	**6**	**6**	**603**	**609**
General Service category								
Principal level	57	57	—	—	1	1	58	58
Other levels	483	473	—	—	4	4	487	477
Total	**540**	**530**	**—**	**—**	**5**	**5**	**545**	**535**
Other categories								
Trades and crafts	100	100	—	—	—	—	100	100
Total	**100**	**100**	**—**	**—**	**—**	**—**	**100**	**100**
Grand total	**1 237**	**1 233**	**—**	**—**	**11***	**11***	**1 248**	**1 244**

* Posts financed from the Trust Fund for German Language Translation.

26E.12 As indicated in paragraph 26E.3 above, conference services in New York forms part of the Office of Conference and Support Services and is responsible for implementation at Headquarters of subprogrammes 1, 2 and 3 and elements of subprogramme 4 of programme 39 of the medium-term plan for the period 1992-1997, as revised. Following the reorganization of the Department of Administration and Management, a Central Planning and Coordination Service was established in the Office of the Director of Conference Services, comprising Documents Control (subprogramme 1) and the Planning and Meetings Servicing Section (subprogramme 2). Overall planning and coordinating functions for the provision of conference services and the application of technological innovations continue to be centralized in the Office of the Director of Conference Services. The two main Divisions of Conference Services are the Interpretation, Meetings and Documentation Division and the Translation and Editorial Division. The first Division includes the Interpretation Service and the Verbatim Reporting Section (both subprogramme 2); the Text-Processing Section (subprogramme 1); and the Reproduction Section, Copy Preparation and Proofreading and the Distribution Section (subprogramme 4). Responsibility for other activities related to subprogramme 4 rests with the Department of Public Information in respect of the management of the publications programme and the global printing account and with Support Services, also under the Office of Conference and Support Services, in respect of the procurement of external printing services. The Translation and Editorial Division combines responsibility for editorial and official records services and translation services (subprogrammes 1 and 3). As in the past, the programme of work and resource requirements are presented by subprogramme of the medium-term plan.

26E.13 Workload statistics for 1994 indicate a 17 per cent increase in the number of official meetings as compared with 1992-1993 and a 30 per cent increase as compared with 1990-1991. The number of meetings requiring interpretation also increased by 15 per cent as compared with 1992-1993 and 24 per cent as compared with 1990-1991. On the documentation side, the 1994 internal translation workload was slightly

lower than the 1992-1993 levels, but still 18 per cent higher than for 1990-1991. However, material translated contractually increased by 40 per cent in 1993, making the total volume of translation somewhat higher than the level of the previous biennium.

Table 26E.7 **Conference services, New York: summary of workload statistics**

	1988-1989 (actual)	*1990-1991 (actual)*	*1992-1993 (actual)*	*1994-1995 (revised estimate)*	*1996-1997 (estimate)*
Number of meetings serviced	7 215	7 575	8 427	10 100	9 700
Interpretation (number of assignments)	57 623	59 617	66 809	84 000	80 000
Translation/revision (thousands of words)[a]	164 670	177 764	214 354	222 700	222 700
Text processing (thousands of words)[b]	321 235	355 492	400 081	406 900	376 800
Editing (thousands of words)	134 040[c]	116 072[c]	93 368[c]	94 800	94 800
Reproduction (thousands of page impressions)	1 372 000	1 471 800	1 544 869	1 530 000	1 605 900
Distribution (thousands of items)	990 160	114 460	132 064	134 000	136 000

[a] Includes contractual translation; excludes services funded from the Trust Fund for German Language Translation.

[b] Includes contractual services.

[c] Excludes the editorial workload of the former Division of General Assembly Affairs, which was transferred to conference services at the end of 1992-1993.

1. Office of the Director of Conference Services

Table 26E.8 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	1 422.8	1 452.7	(525.4)	(36.1)	927.3	51.6	978.9
Other staff costs	14 274.5	30 765.7	(1 089.3)	(3.5)	29 676.4	1 441.5	31 117.9
Consultants and experts	—	88.4	(8.6)	(9.7)	79.8	3.9	83.7
Travel	13.1	106.4	(36.4)	(34.2)	70.0	3.4	73.4
Contractual services	28.4	51.6	(27.6)	(53.4)	24.0	1.1	25.1
General operating expenses	833.5	1 565.1	(80.4)	(5.1)	1 484.7	72.2	1 556.9
Supplies and materials	223.4	255.6	—	—	255.6	12.4	268.0
Equipment	1 257.8	2 015.7	805.7	39.9	2 821.4	136.3	2 957.7
Total	**18 053.5**	**36 301.2**	**(962.0)**	**(2.6)**	**35 339.2**	**1 722.4**	**37 061.6**

Table 26E.9 **Post requirements**

Organizational unit: Office of the Director of Conference Services, New York

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
ASG	1	—	—	—	—	—	1	—
D-2	1	1	—	—	—	—	1	1
D-1	1	—	—	—	—	—	1	—
P-5	1	2	—	—	—	—	1	2
P-4/3	1	—	—	—	—	—	1	—
Total	5	3	—	—	—	—	5	3
General Service category								
Other levels	2	2	—	—	—	—	2	2
Total	2	2	—	—	—	—	2	2
Grand total	7	5	—	—	—	—	7	5

26E.14 Under the authority of the Assistant Secretary-General for Conference and Support Services, the Office of the Director of Conference Services provides overall direction, supervision and management of conference services at Headquarters, and has responsibility for directing the development of conference-servicing policies, procedures and practices for the United Nations and coordinating the global provision of conference services in the Secretariat. The Office also provides substantive services to the Committee on Conferences and to the Inter-Agency Meeting on Language Arrangements, Documentation and Publications.

26E.15 Central provision is also made under the Office of the Director for a number of objects of expenditure, including temporary assistance, overtime, consultants, external printing and office automation equipment. Administrative support is provided by the Executive Office of the Department of Administration and Management, for which provision is made under subsection 26A.

Resource requirements (at current rates)

Posts

26E.16 In the context of the reorganization of the Department of Administration and Management, three posts (one Assistant Secretary-General, one D-1 and one P-4) are proposed for redeployment to the Office of the Assistant Secretary-General for Conference and Support Services, for which provision is made under subsection 26D. Partially offsetting this would be a redeployment of a P-5 post from Support Services. The net result is a reduction of $525,400 to $927,300.

Other staff costs

26E.17 The proposed provision of $29,676,400, reflecting a negative growth of $1,089,300, relates to the following:

(a) *Temporary assistance for meetings*. The estimated requirements of $24,510,700, which reflect a negative growth of $236,000, relate, in the first instance, to sessions of the General Assembly and, in the second, to meetings authorized by intergovernmental bodies during the course of a biennium, for which provision was made prior to 1988-1989 through the consolidated statement of conference-servicing requirements submitted at the end of each session of the General Assembly. Expenditures for 1992-1993 and 1994 are shown below:

	1992-1993	1994
	(United States dollars)	
Sessions of the General Assembly	14 610 300	6 643 100
Other meetings	[illegible]0 000	7 340 660
Total	**23 980 300**	**13 983 760**

Savings resulting from the continuation of the practice currently followed in the preparation of verbatim records for the First Committee of the General Assembly should more than offset an increase which, based on projected expenditure for 1994-1995, would be needed to maintain capacity for 7,000 meetings with interpretation in 1996-1997;

(b) *General temporary assistance.* The estimated requirement of $1,078,400 relates to replacement of General Service staff on maternity or extended sick leave, and the recruitment of temporary staff during periods of peak workload, as well as 24 work-months of editorial assistance for sessions of the General Assembly. A reduction of $609,100 relates to a provision, no longer required, for additional staff to assist in the elimination in the backlog in the issuance of the United Nations *Treaty Series*;

(c) *Overtime.* The estimated requirement of $4,087,300 relates to the servicing of meetings beyond normal working hours, as well as the processing of documentation for meetings within tight deadlines. A reduction of $244,200 reflects an expectation of more timely submission of documentation.

Consultants and experts

26E.18 The requested provision ($79,800), reflecting a reduction of $8,600, will cover the cost of obtaining outside expertise as needed during the implementation of various technological innovation projects.

Travel

26E.19 A provision of $70,000, including a decrease of $36,400, would be required for travel in connection with the coordination of conference-servicing activities outside of Headquarters. It also includes resources for the exchange of staff among duty stations for the purpose of attending workshops relating to the coordination and implementation of the technological innovations programme.

Contractual services

26E.20 A provision of $24,000 is required to cover the costs of printing expendable office supply forms that cannot be printed internally.

General operating expenses

26E.21 The estimated requirement ($1,484,700) includes provision for the maintenance of office automation equipment ($1,446,300), communications ($35,900) and official functions ($2,500).

Supplies and materials

26E.22 The estimate ($255,600) would provide for the purchase of stationery and expendable office automation supplies.

Equipment

26E.23 The estimated requirements ($2,821,400) include provision for:

(a) The acquisition of 194 networked workstations for the Translation Services and specialist software for machine-assisted translation ($1,532,700);

(b) The completion of several technological innovation projects now under way in the Interpretation Service, the Verbatim Reporting Section, the Copy Preparation and Proofreading Section and the Distribution Section ($250,000);

(c) Replacement of office automation equipment ($872,600);

(d) Other miscellaneous office equipment ($166,100).

2. Editorial and official records services

Table 26E.10 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	43 610.6	43 722.2	(1 271.4)	(2.9)	42 450.8	1 674.0	44 124.8
Other staff costs	4 509.6	—	—	—	—	—	—
Consultants and experts	0.8	—	—	—	—	—	—
Travel	14.9	—	—	—	—	—	—
General operating expenses	0.1	—	—	—	—	—	—
Supplies and materials	11.2	—	—	—	—	—	—
Total	**48 147.2**	**43 722.2**	**(1 271.4)**	**(2.9)**	**42 450.8**	**1 674.0**	**44 124.8**

Table 26E.11 **Post requirements**

Programme: Editorial and official records services, New York

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-1	3	3	—	—	—	—	3	3
P-5	1	1	—	—	—	—	1	1
P-4/3	47	47	—	—	—	—	47	47
P-2/1	7	7	—	—	—	—	7	7
Total	**58**	**58**	**—**	**—**	**—**	**—**	**58**	**58**
General Service category								
Principal level	23	23	—	—	—	—	23	23
Other levels	311	298	—	—	—	—	311	298
Total	**334**	**321**	**—**	**—**	**—**	**—**	**334**	**321**
Grand total	**392**	**379**	**—**	**—**	**—**	**—**	**392**	**379**

Subprogramme 1
Editorial and official records services

26E.24 During 1994-1995, the capacity of the Editorial Service to prepare camera-ready copies of official records using desk-top publishing techniques has been enhanced. Consequently, the volumes of General Assembly and Security Council resolutions are now increasingly prepared in camera-ready form for internal reproduction in all six official languages. The Service will continue to use desk-top publishing applications in the preparation of current records during 1996-1997, including the supplements and official records of the Security Council.

26E.25 With the exception of Chinese, the text-processing units have been fully converted to WordPerfect 5.1 using networked computer workstations. As a result, parliamentary documents, such as the programme budget, that previously required external typesetting are now prepared internally. This trend will continue in 1996-1997. The linking of these workstations to those of translators and the upgrading of existing equipment to Windows-based software are planned for 1996-1997. The computer-based Document Recording, Information and Tracking System (DRITS) serves as the major tool for registering, scheduling and tracking documentation within conference services. It will be expanded during 1996-1997 as part of an overall plan for processing documentation electronically with document tracking and management capabilities.

Activities

1. Parliamentary services

Parliamentary documentation. Preparation of the daily *Journal of the United Nations* in English and French.

2. Administrative support services

Conference services

Editorial and official records services. Editing and preparation for reproduction of official records of conferences and meetings; editing and processing of drafts not subject to editing by other units in the Secretariat; establishment of editorial standards; issuance of drafting and editing instructions; planning of the production schedule for documentation in accordance with the requirements of meetings; ensuring compliance with the instructions and guidelines on the control and limitation of documentation; maintenance of statistical records of conference servicing; text processing of fair copy for reproduction of United Nations documents and publications in the six official languages; central facility for preparation of correspondence and notes verbale; compilation of directories of Governments and missions; and planning, organization and management of the introduction of technological innovations for conference service.

26E.26 Workload statistics related to this subprogramme are shown in table 26E.12.

Table 26E.12 **Editorial and official records services: workload statistics**
(Thousands of words)

	1988-1989 (actual)	1990-1991 (actual)	1992-1993 (actual)	1994-1995 (estimate)	1996-1997 (estimate)
(a) Editing					
Pre-editing	14 949[a]	15 815[a]	18 012[a]	32 700	32 700
Official records editing	119 091	100 257	75 356	62 100	62 100
Total	**134 040**	**116 072**	**93 368**	**94 800**	**94 800**
(b) Text processing					
Staff					
Arabic	45 890	51 511	58 221	62 400	56 600
Chinese	39 430	43 631	54 675	58 600	53 700
English	40 208	41 760	41 169	42 400	42 100
French	57 567	61 499	68 209	62 500	53 600
Russian	47 420	52 865	60 664	57 000	54 600
Spanish	55 574	62 226	69 110	66 000	58 200
Subtotal	**286 089**	**313 492**	**352 048**	**348 900**	**318 800**
Contractual[b]	35 146	42 000	48 033	58 000	58 000
Total	**321 235**	**355 492**	**400 081**	**406 900**	**376 800**

[a] Excludes the workload of the former Division of General Assembly Affairs.

[b] Includes work performed on a reimbursable basis.

Resource requirements (at current rates)

Posts

26E.27 A decrease of $1,271,400 reflects a reduction of 13 General Service posts in the text-processing pools following their conversion to networked computers using text-processing software, with a resultant increase in productivity. The need to retype draft versions of documents has also been reduced. It is proposed to abolish eight of these posts and redeploy two to the Office of the Assistant Secretary-General and three to the Distribution Section to staff the optical disk system.

3. Meeting, interpretation and verbatim reporting services

Table 26E.13 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	1992-1993 expenditures	1994-1995 appropriations	Resource growth		Total before recosting	Recosting	1996-1997 estimates
			Amount	Percentage			
Posts	33 484.9	37 581.2	19.4	—	37 600.6	2 406.6	40 007.2
Other staff costs	4 529.0	—	—	—	—	—	—
Consultants and experts	0.3	—	—	—	—	—	—
Travel	51.8	—	—	—	—	—	—
Contractual services	2.1	—	—	—	—	—	—
Supplies and materials	1.3	—	—	—	—	—	—
Total	**38 069.4**	**37 581.2**	**19.4**	**—**	**37 600.6**	**2 406.6**	**40 007.2**

Table 26E.14 **Post requirements**

Programme: Meeting, interpretation and verbatim reporting services, New York

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-2	1	1	—	—	—	—	1	1
D-1	2	2	—	—	—	—	2	2
P-5	37	37	—	—	—	—	37	37
P-4/3	138	138	—	—	—	—	138	138
P-2/1	6	6	—	—	—	—	6	6
Total	**184**	**184**	**—**	**—**	**—**	**—**	**184**	**184**
General Service category								
Principal level	8	8	—	—	—	—	8	8
Other levels	13	13	—	—	—	—	13	13
Total	**21**	**21**	**—**	**—**	**—**	**—**	**21**	**21**
Grand total	**205**	**205**	**—**	**—**	**—**	**—**	**205**	**205**

Subprogramme 2
Meeting, interpretation and verbatim reporting services

26E.28 The application of office automation to the scheduling of meetings at Headquarters and the preparation and management of the global calendar of conferences and meetings will continue during 1996-1997, facilitated by a computer database introduced in 1995. The planning and servicing of meetings away from Headquarters and of special conferences will be carried out. During 1996-1997, interpreters will continue to strengthen their command languages and their knowledge of contemporary usage in their active language through internal and external training. The development of a computer-based terminology database for the use of interpreters is planned for 1996-1997. During 1996-1997 the Verbatim Reporting Section will continue the application of computer technology to its work, including the development of a specialized reference and terminology database for use by verbatim reporters, and will have full responsibility for the preparation of final texts in camera-ready form, eliminating the need for external typesetting of these official records.

Activities

1. Parliamentary services

(a) *Parliamentary documentation.* Reports for the Committee on Conferences on various topics requested by the Committee.

(b) *Substantive services.* Committee on Conferences.

2. Administrative support services

Conferences services

Meeting, interpretation and verbatim reporting services. Development and coordination of the biennial calendar of conferences and meetings of the United Nations; planning and servicing of meetings at Headquarters; coordination and servicing of meetings away from Headquarters; provision of interpretation

for meetings at and away from Headquarters; and provision of verbatim reporting services to the General Assembly, the Security Council and other authorized bodies.

26E.29 Workload statistics related to subprogramme 2 are shown in table 26E.15.

Table 26E.15 **Interpretation and meetings services: workload statistics**

	1988-1989 (actual)	*1990-1991 (actual)*	*1992-1993 (actual)*	*1994-1995 (revised estimate)*	*1996-1997 (estimate)*
Meetings with interpretation	5 479	5 758	6 220	7 400	7 000
Meetings without interpretation	1 736	1 817	2 207	2 700	2 700
Meetings away from Headquarters	333	335	275	400	400
Interpreter assignments	57 623	59 617	66 809	84 000	80 000
Meetings with verbatim records	654	584	743	710	710

Resource requirements (at current rates)

Posts

26E.30 The proposed increase of $19,400 relates to the delayed impact of the reclassification of the post of the Head of the Verbatim Reporting Section in 1994-1995.

4. Translation services

Table 26E.16 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	64 328.4	67 648.4	716.6	1.0	68 365.0	4 281.8	72 646.8
Other staff costs	6 160.0	—	—	—	—	—	—
Consultants and experts	1.7	—	—	—	—	—	—
Travel	31.7	—	—	—	—	—	—
Contractual services	2 682.5	2 552.1	781.5	30.6	3 333.6	161.7	3 495.3
General operating expenses	25.3	—	—	—	—	—	—
Supplies and materials	0.6	—	—	—	—	—	—
Equipment	0.1	—	—	—	—	—	—
Total	**73 230.3**	**70 200.5**	**1 498.1**	**2.1**	**71 698.6**	**4 443.5**	**76 142.1**

(2) *Extrabudgetary resources*

	1992-1993 expenditures	1994-1995 estimates	Source of funds	1996-1997 estimates
			(a) Services in support of:	
	—	—	(i) United Nations organizations	—
			(ii) Extrabudgetary activities	
	334.0	—	Peace-keeping operations	—
			(b) Substantive activities	
	1 598.7	1 749.0	Trust Fund for German Language Translation	1 852.0
	—	—	(c) Operational projects	—
Total	**1 932.7**	**1 749.0**		**1 852.0**
Total (1) and (2)	**75 163.0**	**71 949.5**		**77 994.1**

Table 26E.17 **Post requirements**

Programme: Translation services, New York

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1994-1995	1996-1997	1994-1995	1996-1997	1994-1995	1996-1997	1994-1995	1996-1997
Professional category and above								
D-2	1	1	—	—	—	—	1	1
D-1	6	6	—	—	—	—	6	6
P-5	56	56	—	—	2	2	58	58
P-4/3	235	246	—	—	4	4	239	250
P-2/1	20	15	—	—	—	—	20	15
Total	**318**	**324**	**—**	**—**	**6**	**6**	**324**	**330**
General Service category								
Principal level	25	25	—	—	1	1	26	26
Other levels	37	37	—	—	4	4	41	41
Total	**62**	**62**	**—**	**—**	**5**	**5**	**67**	**67**
Grand total	**380**	**386**	**—**	**—**	**11***	**11***	**391**	**397**

* Posts financed from the Trust Fund for German Language Translation.

Subprogramme 3
Translation services

26E.31 The introduction of machine-assisted translation continues to be a major objective of the translation services. A significant step in this regard was the acquisition in 1994-1995 of 120 networked workstations for translators. During 1996-1997, it is planned to acquire an additional 194 workstations, which would provide all translators with on-line direct accessing capabilities linked to local area networks. This would facilitate inter-task communications and ultimately ensure the smooth integration of editing, referencing, translation, text-processing and reproduction. It is also proposed to equip translator workstations with software for machine-assisted translation in 1996-1997. While the use of office automation equipment to

assist translators will enhance the quality of their work, no immediate gains in productivity are anticipated. Estimated overall staffing requirements are therefore based on experience and projections of demands for services in 1996-1997.

Activities

1. Published material

Technical material. Terminology notes and bulletins on various subject areas.

2. Administrative support services

Conference services

Translation services. Translation of parliamentary documentation and other material from and into the six official languages of the Organization; translation into and related services in German, from extrabudgetary resources; arranging for contractual translation; preparation of summary records of conferences and meetings in English, French, Spanish and Russian and translation of such records into the other languages required; and provision of reference services for editors, translators and interpreters.

26E.32 Workload statistics related to this subprogramme are shown in table 26E.18.

Table 26E.18 **Translation services: workload statistics for translation and revision**
(Thousands of words)

		1988-1989 (actual)	*1990-1991 (actual)*	*1992-1993 (actual)*	*1994-1995 (revised estimates)*	*1996-1997 (estimate)*
(a)	Staff					
	Arabic	25 201	28 790	35 679	35 700	35 700
	Chinese	25 589	27 163	32 336	33 900	33 900
	English	8 330	8 401	8 581	8 100	8 100
	French	28 192	29 846	35 638	33 800	33 800
	Russian	26 130	29 656	36 112	34 500	34 500
	Spanish	27 247	30 922	36 538	36 700	36 700
	Subtotal	**140 689**	**154 778**	**184 884**	**182 700**	**182 700**
(b)	Contractual*					
	Translation funded by Conference Services	18 938	17 313	24 992	35 000	35 000
	Translation funded by other offices	5 043	5 673	4 478	5 000	5 000
	Subtotal	**23 981**	**22 986**	**29 470**	**40 000**	**40 000**
	Total (a) and (b)	**164 670**	**177 764**	**214 354**	**222 700**	**222 700**
(c)	German (XB)	2 624	1 181	1 436	1 500	1 500

* Total workload sent to contractors during each biennium.

Resource requirements (at current rates)

Posts

26E.33 An increase of $716,600 to $68,365,000 relates to

(a) *New posts.* When self-revision was introduced in 1980 as a new method of work to increase productivity, it was assumed that a target of 45 per cent for self-revised translations was compatible with quality requirements. Since then, however, self-revision by translation staff at the P-4 level has had to be increasingly relied upon to raise productivity, and the rate of self-revision in some translation services has been as high as 75 or 80 per cent during peak workload periods. The adverse impact of this shift on the quality of translation in recent years has been drawn to the attention of the Secretariat on a number of occasions. Accordingly it is proposed to create six new P-3 posts to

contribute to an improvement of this situation. This would not affect the capacity of established translation posts, but should improve the quality of their output by allowing for some shift back to more traditional processing of the workload in two stages: first, translation by translators (P-3) and associate translators (P-2), and subsequently revision by revisers (P-4) and senior revisers (P-5);

(b) *Reclassification of posts.* Candidates who have passed the competitive exam for the recruitment of translators are recruited for a two-year period at the P-2 level against functions appropriately classified at the P-3 level. If their performance is satisfactory, they should, after a two-year trial period, be considered for promotion to the P-3 level. However, the turnover of staff occupying P-3 posts has, in recent years, been insufficient to release enough posts at that level for this purpose. Accordingly, the reclassification of five P-2 posts to the P-3 level is requested;

(c) *Delayed impact of growth in 1994-1995.* Growth of $30,800 relates to the reclassification of a P-4 post to the P-5 level in 1994-1995.

Contractual services

26E.34 Consistent with the observation by the Board of Auditors that contractual translation is the cheapest mode of translation, an additional provision of $781,500 is requested to continue and expand the new practice whereby parliamentary documentation suitable for that mode of translation in terms of deadlines and specific requirements is systematically earmarked for contractual translation.

5. Publishing services

Table 26E.19 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	28 942.4	28 031.2	553.5	1.9	28 584.7	1 091.1	29 675.8
Other staff costs	3 003.7	—	—	—	—	—	—
Consultants and experts	82.6	—	—	—	—	—	—
Travel	7.1	—	—	—	—	—	—
Contractual services	3.8	—	—	—	—	—	—
General operating expenses	388.2	420.3	—	—	420.3	20.3	440.6
Supplies and materials	6 374.8	7 686.1	(1 798.4)	(23.3)	5 887.7	286.5	6 174.2
Equipment	684.9	602.8	(38.1)	(6.3)	564.7	27.3	592.0
Total	**39 487.5**	**36 740.4**	**(1 283.0)**	**(3.4)**	**35 457.4**	**1 425.2**	**36 882.6**

(2) *Extrabudgetary resources*

1992-1993 expenditures	*1994-1995 estimates*	*Source of funds*	*1996-1997 estimates*
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
—	—	(ii) Extrabudgetary activities	—
		(b) Substantive activities	
35.0	39.1	Trust Fund for German Language Translation	40.0
—	—	(c) Operational projects	—
35.0	**39.1**		**40.0**
39 522.5	**36 779.5**		**36 922.6**

Table 26E.20 **Post requirements**

Programme: Publishing services, New York

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
P-5	1	2	—	—	—	—	1	2
P-4/3	17	18	—	—	—	—	17	18
P-2/1	14	14	—	—	—	—	14	14
Total	**32**	**34**	**—**	**—**	**—**	**—**	**32**	**34**
General Service category								
Principal level	1	1	—	—	—	—	1	1
Other levels	120	123	—	—	—	—	120	123
Total	**121**	**124**	**—**	**—**	**—**	**—**	**121**	**124**
Other categories								
Trades and crafts	100	100	—	—	—	—	100	100
Total	**100**	**100**	**—**	**—**	**—**	**—**	**100**	**100**
Grand total	**253**	**258**	**—**	**—**	**—**	**—**	**253**	**258**

Subprogramme 4
Publishing services

26E.35 During 1994-1995, the ability of the Reproduction Section to process coloured work and the increased text-processing and desk-top capabilities within the Secretariat significantly reduced the Organization's reliance on external typesetting and shifted work from external to internal printing. This trend is expected to continue during 1996-1997, resulting in reduced expenditure for external typesetting and printing. Activities related to the processing of documents in electronic form will be intensified with the design of formats for electronic documents and the installation of a system that would prepare printing plates from digital information produced by the text-processing pools, eliminating the need for submitting camera-ready pages for reproduction. By the end of the biennium 1996-1997, full desk-top publishing capabilities in all official languages are expected to be established in the Copy Preparation and Proofreading Section, thus permitting the internal preparation in camera-ready form of publications that previously required external typesetting. The Section will continue to prepare the United Nations *Treaty Series* publications. The Distribution Section will continue its present activities and assume additional functions relating to the optical disk system, including monitoring the archiving of documents and providing retrieval and printing of documents on demand.

Activities

Administrative support services

Conference services

Publishing services. Copy preparation and proofreading of manuscripts; preparation of camera-ready mechanicals for internal printing of official documents and other materials; distribution of United Nations documents and publications; and scanning and archiving into the optical disk system documents that cannot be stored directly by the text-processing units.

26E.36 Workload statistics related to this subprogramme are shown in table 26E.21.

Table 26E.21 **Publishing services: workload statistics**

	1988-1989 (actual)	*1990-1991 (actual)*	*1992-1993 (actual)*	*1994-1995 (revised estimate)*	*1996-1997 (estimate)*
Reproduction (thousands of page impressions)	1 372 000	1 471 800	1 544 869	1 530 000	1 605 900
Distribution (thousands of items)	96 160	114 460	132 064	134 000	136 000

Posts

26E.37 An increase of $553,500 to $28,584,700 relates to:

(a) *New posts*. In 1990, a focal point for the development of a computer-based system for full text transmission as a long-term goal was established in the Publishing Division. It consisted of staff drawn from the Copy Preparation and Proofreading Section, with technical expertise in formatting and design provided by the Graphic Presentation Unit. Standard text-processing formats and programming commands for parliamentary and other documentation are now being created. The work of the group has continued with the use of posts loaned by the Department of Public Information (one P-4) and the Copy Preparation and Proofreading Section (one P-5 and one P-3). Continuation of this arrangement beyond 1994-1995 with respect to the P-5 and P-4 posts is not possible and, therefore, creation of posts at those levels is requested.

(b) *Redeployment*. It is proposed to redeploy three General Service (Other level) posts from the text-processing units to the Distribution Section to carry out the new functions of archiving documents on the optical disk system.

General operating expenses

26E.38 The estimate of $420,300 is intended to provide for the maintenance and overhaul of reproduction and distribution equipment and the purchase of spare parts.

Supplies and materials

26E.39 It is proposed that $5,887,700 be provided for the purchase of paper, film and chemicals, ink, plates and other supplies. This amount represents a decrease of $1,798,400 resulting from an anticipated reduction in the number of pages of parliamentary documentation as a result of the reformatting of documents. The acquisition of an automated platesetter to replace the existing traditional imaging equipment would reduce the consumption of paper and other materials and thus contribute to the projected savings.

Table 26E.22 **Supplies and materials for internal reproduction**

	Quantity (physical units)			*Cost (thousands of dollars)*		
	1992-1993 (actual)	*1994-1995 (revised estimate)*	*1996-1997 (estimate)*	*1992-1993 (actual)*	*1994-1995 (revised estimate)*	*1996-1997 (estimate)*
Paper (lbs)						
Goss offset 35"	6 759 345	6 666 788	5 466 800	3 563 106	4 041 600	2 827 820
Goss offset 17.5"	1 211 950	1 176 000	964 000	567 692	710 620	653 803
40 lb offset	888 340	873 067	715 915	402 536	607 480	571 595
50 lb offset	665 218	585 436	497 600	309 834	361 670	311 360
Miscellaneous	563 326	518 318	495 252	326 632	334 630	299 878
Total, paper	**10 088 179**	**9 819 609**	**8 139 567**	**5 169 800**	**6 056 000**	**4 664 456**
Film (rolls) and chemicals						
Projection film and chemicals	1 134	1 169	1 150	35 180	38 787	30 599
Camera film and chemicals	605	665	650	110 172	102 929	67 779
Pyrofax	336	310	300	185 675	174 637	127 522
Photocomposition	24	24	—	1 361	1 437	—
Total, film and chemicals	**2 099**	**2 168**	**2 100**	**332 388**	**317 790**	**225 900**
Inks (lbs)	**36 612**	**35 183**	**36 943**	**50 574**	**61 223**	**64 005**
Other supplies	**—**	**—**	**—**	**347 726**	**294 135**	**277 378**
Plates and chemicals (pieces)						
Projection	52 075	55 723	8 940	134 806	222 195	204 605
Plates (camera)	33 400	42 195	45 760	105 112	148 305	158 487
Pyrofax	75 800	66 836	83 380	134 547	141 107	147 367
Copy centre	279 500	403 380	307 450	26 912	43 745	29 476
Chemicals and other substances	—	—	—	72 935	—	116 026
Total, plates and chemicals	**440 775**	**568 134**	**446 530**	**474 312**	**555 352**	**655 961**
Grand total	**—**	**—**	**—**	**6 374 800**	**7 284 500**	**5 887 700**

Equipment

26E.40 Estimated requirements of $564,700 relate to the acquisition of an automated platesetter/computer-to-plate imaging system ($375,000) to replace the traditional imaging equipment, which should result in reduced usage of paper and other supplies; and to the routine replacement of operating equipment in the Reproduction and Distribution Sections.

B. Conference and library services, Geneva

Table 26E.23 **Summary of requirements by programme**
(Thousands of United States dollars)

(1) *Regular budget*

Programme	1992-1993 expenditures	1994-1995 appropriations	Resource growth		Total before recosting	Recosting	1996-1997 estimates
			Amount	Percentage			
1. Office of the Director	4 640.7	23 233.1	(2 169.1)	(9.3)	21 064.0	1 101.1	22 165.1
2. Editorial and official records services	36 077.7	40 166.9	(1 199.8)	(2.9)	38 967.1	2 452.3	41 419.4
3. Meeting, interpretation and verbatim reporting services	27 000.0	28 382.9	(171.4)	(0.6)	28 211.5	1 876.5	30 088.0
4. Translation services	51 779.7	46 699.3	249.6	0.5	46 948.9	3 160.6	50 109.5
5. Publishing services	29 264.8	33 484.8	(1 667.0)	(4.9)	31 817.8	1 960.0	33 777.8
6. Library information services	8 888.8	10 318.6	(387.9)	(3.7)	9 930.7	619.8	10 550.5
Total	**157 651.7**	**182 285.6**	**(5 345.6)**	**(2.9)**	**176 940.0**	**11 170.3**	**188 110.3**

(2) *Extrabudgetary resources*

1992-1993 expenditures	1994-1995 estimates	Source of funds	1996-1997 estimates
		(a) Services in support of:	
		(i) United Nations organizations	
864.8	1 211.4	Support to extrabudgetary administrative structures	1 253.6
—	—	(ii) Extrabudgetary activities	—
		(b) Substantive activities	
102.0	102.0	Library Endowment Fund	102.0
13.7	65.4	Trust Fund for International Cooperation for Development	—
—	110.5	Trust Fund for Cooperation between the United Nations and Switzerland in the Field of Archives	95.0
—	—	(c) Operational projects	—
Total	**980.5**	**1 489.3**		**1 450.6**
Total (1) and (2)	**158 632.2**	**183 774.9**		**189 560.9**

Table 26E.24 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	133 922.5	153 066.4	(1 462.7)	(0.9)	151 603.7	9 870.8	161 474.5
Other staff costs	14 312.1	18 203.3	(2 135.6)	(11.7)	16 067.7	824.4	16 892.1
Travel	1 257.5	54.7	(5.5)	(10.0)	49.2	2.6	51.8
Contractual services	1 272.9	1 404.0	484.7	34.5	1 888.7	96.8	1 985.5
General operating expenses	2 086.3	3 067.1	(496.7)	(16.1)	2 570.4	132.0	2 702.4
Supplies and materials	2 889.7	3 305.4	(355.4)	(10.7)	2 950.0	151.3	3 101.3
Equipment	1 910.7	3 184.7	(1 374.4)	(43.1)	1 810.3	92.4	1 902.7
Total	**157 651.7**	**182 285.6**	**(5 345.6)**	**(2.9)**	**176 940.0**	**11 170.3**	**188 110.3**

Table 26E.25 **Post requirements**

Organizational unit: Conference Services Division, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-2	1	1	—	—	—	—	1	1
D-1	5	5	—	—	—	—	5	5
P-5	49	49	—	—	—	—	49	49
P-4/3	245	251	—	—	—	—	245	251
P-2/1	26	19	—	—	—	—	26	19
Total	**326**	**325**	**—**	**—**	**—**	**—**	**326**	**325**
General Service category								
Principal level	28	28	—	—	—	—	28	28
Other levels	405	396	—	—	9	9	414	405
Total	**433**	**424**	**—**	**—**	**9**	**9**	**442**	**433**
Grand total	**759**	**749**	**—**	**—**	**9[a]**	**9[a]**	**768**	**758**

[a] Posts in support of extrabudgetary administrative structures.

26E.41 Conference and library services at Geneva are provided by the Conference Services Division of the United Nations Office at Geneva. For the biennium 1996-1997, the focus of activities will remain the provision of high quality conference services to users, improvement of management methods and techniques with a view to obtaining the most effective use of available resources, measures to ensure strict compliance on the part of the users with United Nations policies governing the processing of documentation and the application of technological innovations in every aspect of conference-servicing activities, with an emphasis on corresponding training. Results anticipated include improved quality of conference services provided to users, better overall utilization of conference-servicing resources, stricter compliance on the part of the users with the policies governing documentation; and a more effective use of technological innovations based on extensive training of the staff concerned.

26E.42 During 1996-1997, activities will include:

(a) Introduction of a computerized system for monitoring and managing conference servicing resources;

(b) Implementation of a meetings planning and coordination system;

(c) Computerization of the calendar of meetings;

(d) More extensive use of outside contracting;

(e) Access for United Nations staff and officials of permanent missions from their offices to the Online Public Access Catalog (OPAC) of the Library of the United Nations Office at Geneva.

26E.43 Workload data for 1988-1989, 1990-1991 and 1992-1993, together with estimates for 1994-1995 and 1996-1997, are summarized in table 26E.26. As in previous budgets, this data includes work done on a reimbursable basis.

Table 26E.26 **Conference services, Geneva: summary of workload statistics**[a]

	1988-1989 (actual)	*1990-1991 (actual)*	*1992-1993 (actual)*	*1994-1995 (estimate)*	*1996-1997 (estimate)*
Number of meeting serviced with interpretation	5 946[b]	6 534[b]	5 977	6 200	6 150
Number of meetings serviced without interpretation	5 155[c]	7 038[c]	7 430	7 756	7 800
Interpretation (number of assignments)	54 921	60 279	56 652	59 300	59 000
Translation/revision (thousands of words)[d]	101 524	119 028	127 876	118 800	118 800
Text processing (thousands of words)[d]	230 386	261 910	271 765	254 900	254 900
Editing (thousands of words)[d]	24 786	32 184	28 239	28 000	28 000
Reproduction (thousands of page impressions)	523 612	607 827	653 764	605 000	605 000
Distribution (thousands of items)	46 444	51 213	50 551	50 000	50 000

[a] Includes work performed on a reimbursable basis.

[b] Not including an estimate of 50 administrative and staff meetings.

[c] Not including an estimate of 675 administrative and staff meetings.

[d] Includes contractual services.

1. Office of the Director

Table 26E.27 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	1 526.1	1 354.1	—	—	1 354.1	89.9	1 444.0
Other staff costs	78.2	18 049.5	(2 135.6)	(11.8)	15 913.9	816.6	16 730.5
Travel	41.3	32.0	(3.2)	(10.0)	28.8	1.4	30.2
Contractual services	1 170.6	1 283.4	457.9	35.6	1 741.3	89.3	1 830.6
General operating expenses	603.4	850.1	(227.2)	(26.7)	622.9	32.1	655.0
Supplies and materials	105.0	108.5	5.2	4.7	113.7	5.7	119.4
Equipment	1 116.1	1 555.5	(266.2)	(17.1)	1 289.3	66.1	1 355.4
Total	**4 640.7**	**23 233.1**	**(2 169.1)**	**(9.3)**	**21 064.0**	**1 101.1**	**22 165.1**

(2) *Extrabudgetary resources*

1992-1993 expenditures	1994-1995 estimates	Source of funds	1996-1997 estimates
		(a) Services in support of:	
		(i) United Nations organizations	
—	85.2	Support to extrabudgetary administrative structures	101.8
—	—	(ii) Extrabudgetary activities	—
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
—	**85.2**	**Total**	**101.8**
4 640.7	**23 318.3**	**Total (1) and (2)**	**22 266.9**

Table 26E.28 **Post requirements**

Organizational unit: Office of the Director, Conference Services Division, Geneva

Established posts		Temporary posts					
Regular budget		Regular budget		Extrabudgetary resources		Total	
1994-1995	1996-1997	1994-1995	1996-1997	1994-1995	1996-1997	1994-1995	1996-1997
Professional category and above							
D-2	1	1	—	—	—	—	1	1
P-4/3	2	2	—	—	—	—	2	2
P-2/1	1	1	—	—	—	—	1	1
Total	**4**	**4**	**—**	**—**	**—**	**—**	**4**	**4**
General Service category								
Other levels	2	2	—	—	—	—	2	2
Total	**2**	**2**	**—**	**—**	**—**	**—**	**2**	**2**
Grand total	**6**	**6**	**—**	**—**	**—**	**—**	**6**	**6**

26E.44 The Office of the Director of the Conference Services Division ensures general policy direction and maintains central control over the planning and provision of services to conferences held at Geneva and at other locations under its responsibility. In addition, it manages the use of a number of objects of expenditure, including temporary assistance, overtime and the programme of technological innovations, for which central provision is made under this heading.

26E.45 During the biennium 1996-1997, the main emphasis will be on improving management methods and techniques, transparency and accountability to ensure the most effective use of available resources. Particular attention will be paid to a more effective use of technological innovations in order to improve the quality of services rendered and to obtain savings. The following technological innovations projects are planned in 1996-1997: a meetings planning and coordination system, including interpretation management; the computerization of the calendar of meetings; a record-keeping system for printing and reproduction; a printing procurement database system; indexing and mailing list projects in the Distribution Unit; DRITS enhancements and programming of subsystems; and CD-ROM applications. Some of these developments were foreseen in the biennium 1994-1995, but were not implemented. In view of the scale and importance of these projects, attention will be paid to EDP training of the staff concerned.

Resource requirements (at current rates)

Other staff costs

26E.46 Requirements of $15,913,900, including a negative growth of $2,135,600, relate to temporary assistance for meetings ($15,067,400), general temporary assistance ($346,500) and overtime ($500,000). A negative growth of $1,940,800 for temporary assistance for meetings reflects an increased use of contractual services, particularly for translation, and expenditure experience in the biennium 1994-1995. A reduction of $194,800 for overtime and night differential likewise reflects recent expenditure experience.

Travel

26E.47 A provision of $28,800, including a negative growth of $3,200, is requested to cover travel requirements of the Director and Chiefs of Service related to their consultations with Headquarters on coordination of conferences services and participation in inter-agency meetings, such as the Inter-Agency Meeting on Language Arrangements, Documentation and Publications.

Contractual services

26E.48 A total provision of $1,741,300, including a growth of $457,900, is requested for contractual translation ($1,594,600), software and database acquisition and rental ($130,300) and specialized training on operating systems and CD-ROM applications and the full text-retrieval system ($16,400). Growth of $392,900 for contractual translation reflects an Organization-wide shift to such out-sourcing, where this proves satisfactory and cost-effective.

General operating expenses

26E.49 A total provision of $621,600, including a negative growth of $227,200, is requested for maintenance of office automation equipment for the Division, other than the Library, and is based on the inventory of equipment and current rates for maintenance contracts for equipment outside the warranty period.

26E.50 Provision of $1,300, at the maintenance base level, is also proposed for official functions, especially for the Inter-Agency Meeting on Language Arrangements, Documentation and Publications.

Supplies and materials

26E.51 A total provision of $113,700, including a growth of $4,700, is requested for office automation supplies, including printer accessories, diskettes, tape cartridges, disks, CDs, cables, SIMMs, switches and other small accessories. As more equipment is used, there is a steady increase in the requirement for related supplies.

Equipment

26E.52 A total provision of $1,289,300, including a negative growth of $266,200, is requested for acquisition of office automation equipment to support the technological innovations programme ($220,600), including CD-ROM equipment and bar code readers, and for replacement of such equipment ($1,068,700).

2. Editorial and official records services

Table 26E.29 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	34 984.0	40 166.9	(1 199.8)	(2.9)	38 967.1	2 452.3	41 419.4
Other staff costs	864.2	—	—	—	—	—	—
Travel	229.5	—	—	—	—	—	—
Total	**36 077.7**	**40 166.9**	**(1 199.8)**	**(2.9)**	**38 967.1**	**2 452.3**	**41 419.4**

Table 26E.30 **Post requirements**

Programme: Editorial and official records services, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
P-5	2	2	—	—	—	—	2	2
P-4/3	17	17	—	—	—	—	17	17
Total	**19**	**19**	**—**	**—**	**—**	**—**	**19**	**19**
General Service category								
Principal level	10	10	—	—	—	—	10	10
Other levels	196	189	—	—	—	—	196	189
Total	**206**	**199**	**—**	**—**	**—**	**—**	**206**	**199**
Grand total	**225**	**218**	**—**	**—**	**—**	**—**	**225**	**218**

Subprogramme 1
Editorial and official records services

26E.53 The Documents Recording, Information and Tracking System (DRITS) became fully operational at the beginning of 1994. The tracking of documents, which is the most useful feature of this system, is now facilitating the work of all services involved in the processing of documentation. During 1996-1997, it is proposed to expand the use of the system for a closer control of demand for translation, text-processing and reproduction services and of the resources available to the Division.

Activities

Administrative support services

Conference services

Editorial and official records services. Planning production schedules in accordance with documentation requirements of meetings and the publishing programme; ensuring compliance with instructions and guidelines on the control and limitation of documentation; maintenance of statistical records of conference-servicing activities; editing of documents submitted by substantive departments or offices based at Geneva and for special conferences meeting at Geneva; and text processing to produce fair copy for reproduction of United Nations documents and publications in the six official languages.

26E.54 Workload statistics relating to this subprogramme are shown in table 26E.31.

Table 26E.31 **Editorial and official records services: workload statistics**

		1988-1989 (actual)	*1990-1991 (actual)*	*1992-1993 (actual)*	*1994-1995 (revised estimate)*	*1996-1997 (estimate)*
(a)	Editing (thousands of words)					
	Staff	24 760	31 777	27 332	27 100	27 100
	Contractual[a]	26	407	907	900	900
	Total	**24 786**	**32 184**	**28 239**	**28 000**	**28 000**
(b)	Text processing (thousands of words)[b]					
	Staff					
	Arabic	18 596	20 697	25 016		
	Chinese	34 751	43 187	40 727		
	English	31 293	33 343	34 659		
	French	56 608	61 575	64 974		
	Russian	34 566	45 120	52 232		
	Spanish	34 707	40 394	44 800		
	Subtotal	**210 521**	**244 316**	**262 408**	**240 900**	**237 300**
	Contractual[a]	19 865	17 594	9 357	14 000	17 600
	Total	**230 386**	**261 910**	**271 765**	**254 900**	**254 900**
(c)	Documents control (number of jobs)	67 457	69 223	67 930	69 700	69 000

[a] Financial provision for these contractual services is made under the Office of the Director.

[b] The methodology for computing text-processing statistics has been adjusted to promote standardization of statistics between different conference centres.

Resource requirements (at current rates)

Posts

26E.55 The proposed reduction of $1,199,800 under this subprogramme reflects the proposed abolition of seven General Service (Other level) posts. Increased productivity stemming from investment in office automation technology permits the elimination of six posts in the text-processing pools. Changes relating to productivity statistics for translators and text-processing pools will allow the elimination of another post.

3. Meeting, interpretation and verbatim reporting services

Table 26E.32 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	24 095.1	28 382.9	(171.4)	(0.6)	28 211.5	1 876.5	30 088.0
Other staff costs	2 218.2	—	—	—	—	—	—
Travel	673.1	—	—	—	—	—	—
Contractual services	10.8	—	—	—	—	—	—
General operating expenses	2.8	—	—	—	—	—	—
Total	**27 000.0**	**28 382.9**	**(171.4)**	**(0.6)**	**28 211.5**	**1 876.5**	**30 088.0**

Table 26E.33 **Post requirements**

Programme: Meeting, interpretation and verbatim reporting services, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-1	2	2	—	—	—	—	2	2
P-5	20	20	—	—	—	—	20	20
P-4/3	69	69	—	—	—	—	69	69
P-2/1	6	6	—	—	—	—	6	6
Total	**97**	**97**	**—**	**—**	**—**	**—**	**97**	**97**
General Service category								
Principal level	1	1	—	—	—	—	1	1
Other levels	24	23	—	—	—	—	24	23
Total	**25**	**24**	**—**	**—**	**—**	**—**	**25**	**24**
Grand total	**122**	**121**	**—**	**—**	**—**	**—**	**122**	**121**

Subprogramme 2
Meeting, interpretation and verbatim reporting services

26E.56 Computerization of the calendar of meetings, designed to increase the rapidity of response to ever-changing and increasing requests for conference services as well as provide analytical and statistical material, is nearing completion. With the assistance of this system, efforts will continue in 1996-1997 to ensure the most rational and cost-effective delivery and use of conference resources.

Activities

Administrative support services

Conference services

Meeting, interpretation and verbatim reporting services. Planning, coordination and publication of the annual calendar of conferences and meetings for which the United Nations Office at Geneva is responsible; scheduling of meetings; allocation of related resources, facilities and services; coordination and servicing of some meetings held away from the United Nations Office at Geneva; and production of the *Daily Bulletin*.

26E.57 Workload statistics relating to this subprogramme are shown in table 26E.34.

Table 26E.34 **Meeting, interpretation and verbatim reporting services: workload statistics**

	1988-1989 (actual)	*1990-1991 (actual)*	*1992-1993 (actual)*	*1994-1995 (estimate)*	*1996-1997 (estimate)*
Number of meetings serviced:					
With interpretation	5 946 [a]	6 534 [a]	5 977	6 200	6 150
Without interpretation	5 155 [b]	7 038 [b]	7 430	7 756	7 800
Total	**11 101**	**13 572**	**13 407**	**13 956**	**13 950**
Interpreter assignments	54 921	60 279	56 652	59 300	59 000

[a] Not including an estimate of 50 administrative and staff meetings.

[b] Not including an estimate of 675 administrative and staff meetings.

Resource requirements (at current rates)

Posts

26E.58 A reduction of $171,400 in estimated requirements for this subprogramme relates to the abolition of a General Service (Other level) post following a decision to limit assistance in the organization, coordination and supervision of meeting room attendants to the larger conference rooms only.

4. Translation services

Table 26E.35 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	42 209.8	46 699.3	249.6	0.5	46 948.9	3 160.6	50 109.5
Other staff costs	9 304.5	—	—	—	—	—	—
Travel	264.3	—	—	—	—	—	—
General operating expenses	1.1	—	—	—	—	—	—
Total	**51 779.7**	**46 699.3**	**249.6**	**0.5**	**46 948.9**	**3 160.6**	**50 109.5**

Table 26E.36 **Post requirements**

Programme: Translation services, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	25	25	—	—	—	—	25	25
P-4/3	136	142	—	—	—	—	136	142
P-2/1	6	—	—	—	—	—	6	—
Total	**168**	**168**	**—**	**—**	**—**	**—**	**168**	**168**
General Service category								
Principal level	8	8	—	—	—	—	8	8
Other levels	29	29	—	—	—	—	29	29
Total	**37**	**37**	**—**	**—**	**—**	**—**	**37**	**37**
Grand total	**205**	**205**	**—**	**—**	**—**	**—**	**205**	**205**

Subprogramme 3
Translation services

26E.59 During the biennium 1996-1997, installation and networking of PC workstations will be completed where still necessary. Facilities for electronic document transmission, access to the optical disk system and to terminology data will be made available to all translators and editors. Special emphasis will be placed on terminology, and the reference database will be enlarged. Training of staff in the field of technological innovations will continue in order to ensure that permanent and temporary staff are fully familiar with the use of the equipment made available to them. Greater emphasis will be placed on contractual translation, which has proved to be cost-effective for certain types of documents. Language training in the languages where present capacity is still insufficient will be intensified.

Activities

Administrative support services

Conference services

Translation services. Translation and revision of documents submitted by substantive departments and offices at Geneva and for special conferences meeting at Geneva; arranging for contractual translation and text processing of documents and publications; provision of summary records for meetings entitled to them; and provision of reference and terminology services for translators, interpreters and editors.

26E.60 Workload statistics relating to this subprogramme are shown in table 26E.37.

Table 26E.37 **Translation services: workload statistics**
(Thousands of words)

	1988-1989 (actual)	*1990-1991 (actual)*	*1992-1993 (actual)*	*1994-1995 (estimate)*	*1996-19997 (estimate)*
Translation and revision					
Staff					
Arabic	12 482	15 123	17 494		
Chinese	10 225	12 735	13 236		
English	9 015	9 120	10 306		
French	24 719	28 945	29 770		
Russian	19 947	24 675	28 002		
Spanish	17 253	21 325	22 502		
Subtotal	**93 641**	**111 923**	**121 310**	**112 000**	**109 800**
Contractual*	7 883	7 105	6 566	6 800	9 000
Total	**101 524**	**119 028**	**127 876**	**118 800**	**118 800**

* Financial provision for these contractual services is made under the Office of the Director.

Resource requirements (at current rates)

Posts

26E.61 Candidates who have passed the competitive examination for recruitment of translators are recruited for a two-year period at the P-2 level against functions appropriately classified at the P-3 level. If their performance is satisfactory, they should, after a two-year trial period, be considered for promotion to the P-3 level. In this connection, it is proposed to reclassify six P-2 posts to the P-3 level in the Russian Translation Section. The present structure of the Section still reflects the rotation system which prevailed for many years, but was discontinued in 1990. Now that Russian language staff are no longer on secondment, turnover has considerably decreased, and it is important to provide a post structure that may accommodate permanent staff and allow for the promotion of translators from P-2 to P-3 at the end of their probationary period. This would align the staffing table of the Russian Section with that of other language services at Geneva.

5. Publishing services

Table 26E.38 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	23 453.1	27 676.7	—	—	27 676.7	1 747.5	29 424.2
Other staff costs	1 712.3	—	—	—	—	—	—
Travel	36.2	2.1	(0.2)	(9.5)	1.9	0.2	2.1
Contractual services	1.7	—	—	—	—	—	—
General operating expenses	1 381.5	2 124.4	(330.3)	(15.5)	1 794.1	92.1	1 886.2
Supplies and materials	2 061.5	2 299.8	(255.7)	(11.1)	2 044.1	104.9	2 149.0
Equipment	618.5	1 381.8	(1 080.8)	(78.2)	301.0	15.3	316.3
Total	**29 264.8**	**33 484.8**	**(1 667.0)**	**(4.9)**	**31 817.8**	**1 960.0**	**33 777.8**

(2) *Extrabudgetary resources*

1992-1993 expenditures	*1994-1995 estimates*	*Source of funds*	*1996-1997 estimates*
		(a) Services in support of:	
		(i) United Nations organizations	
821.5	1 033.6	Support of extrabudgetary administrative structures	1 057.0
—	—	(ii) Extrabudgetary activities	—
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
821.5	**1 033.6**	**Total**	**1 057.0**
30 086.3	**34 518.4**	**Total (1) and (2)**	**34 834.8**

Table 26E.39 **Post requirements**

Programme: Publishing services, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-4/3	14	14	—	—	—	—	14	14
P-2/1	3	3	—	—	—	—	3	3
Total	**18**	**18**	**—**	**—**	**—**	**—**	**18**	**18**
General Service category								
Principal level	8	8	—	—	—	—	8	8
Other levels	128	128	—	—	8	8	136	136
Total	**136**	**136**	**—**	**—**	**8**	**8**	**144**	**144**
Grand total	**154**	**154**	**—**	**—**	**8***	**8***	**162**	**162**

* Posts in support of extrabudgetary administrative structures.

Subprogramme 4
Publishing services

26E.62 Efforts have continued through 1994-1995 to modernize the production and distribution process, with a view to increasing productivity and lowering costs. Digital transmission of data between the Text Processing Services and the Reproduction Section was introduced in 1992. In 1994, print-on-demand services were introduced, in a direct digital transmission from the optical disk system. This is expected to increase significantly in 1996-1997 and should allow reduction in print-runs for stock purposes. Implementation of electronic publishing techniques has reduced reliance on external typesetting, and installation of an automated distribution system has improved productivity in that area. Further efforts towards improving productivity will be pursued in 1996-1997.

Activities

Administrative support services

Conference services

Publishing services. Preparation of cost estimates for external printing, binding and related work; proofreading and copy preparation of manuscripts submitted for printing; implementation of the internal printing programme, including typesetting; operation and maintenance of reproduction and distribution machinery and equipment; and distribution of United Nations documents and publications.

26E.63 Workload statistics relating to this subprogramme are shown in table 26E.40.

Table 26E.40 **Publishing services: workload statistics**

	1988-1989 (actual)	*1990-1991 (actual)*	*1992-1993 (actual)*	*1994-1995 (estimate)*	*1996-19997 (estimate)*
Reproduction (thousands of page impressions)	523 612	607 827	644 828	605 000	605 000
Distribution (thousands of items)	46 444	51 213	50 551	50 000	50 000

Resource requirements (at current rates)

Travel

26E.64 A provision of $1,900, including a reduction of $200, is proposed for attendance at an industrial graphic arts fair specializing in pre-press, printing and binding equipment.

General operating expenses

26E.65 A provision of $1,794,100 is requested for rental and maintenance of reproduction and distribution equipment. A reduction of $330,300 under this item relates to an anticipated reduction in output from the reprography rental programme owing to advances in the implementation of the optical disk system and an increase in print-on-demand services.

Supplies

26E.66 A reduction of $255,700 to $2,044,100 is proposed for paper, films, plates and other supplies required for the reproduction and distribution services. The reduction is based on cost trends and anticipated work levels in 1996-1997.

Equipment

26E.67 Estimated requirements of $301,000, including a reduction of $1,080,800, relate to replacement of reproduction and distribution equipment, including five offset perfector presses, a metallic plate-making and developing system, a photographic contact printer, plastic wrapping and tying machines, a digital scanner and a combined labelling/sorting/transport system.

6. Library information services

Table 26E.41 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	7 654.4	8 786.5	(341.1)	(3.8)	8 445.4	544.0	8 989.4
Other staff costs	134.7	153.8	—	—	153.8	7.8	161.6
Travel	13.1	20.6	(2.1)	(10.1)	18.5	1.0	19.5
Contractual services	89.8	120.6	26.8	22.2	147.4	7.5	154.9
General operating expenses	97.5	92.6	60.8	65.6	153.4	7.8	161.2
Supplies and materials	723.2	897.1	(104.9)	(11.6)	792.2	40.7	832.9
Equipment	176.1	247.4	(27.4)	(11.0)	220.0	11.0	231.0
Total	**8 888.8**	**10 318.6**	**(387.9)**	**(3.7)**	**9 930.7**	**619.8**	**10 550.5**

(2) *Extrabudgetary resources*

1992-1993 expenditures	*1994-1995 estimates*	*Source of funds*	*1996-1997 estimates*
		(a) Services in support of:	
		(i) United Nations organizations	
43.3	92.6	Services in support of extrabudgetary administrative structures	98.4
—	—	(ii) Extrabudgetary activities	—
		(b) Substantive activities	
102.0	102.0	Library Endowment Fund	102.0
13.7	65.4	Trust Fund for International Cooperation for Development	—
—	110.5	Trust Fund for Cooperation between the United Nations and Switzerland in the Field of Archives	95.0
—	—	(c) Operational projects	—
159.0	**370.5**		**295.4**
9 047.8	**10 689.1**		**10 845.9**

Table 26E.42 **Post requirements**

Programme: Library information services, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	2	2	—	—	—	—	2	2
P-4/3	7	7	—	—	—	—	7	7
P-2/1	10	9	—	—	—	—	10	9
Total	**20**	**19**	**—**	**—**	**—**	**—**	**20**	**19**
General Service category								
Principal level	1	1	—	—	—	—	1	1
Other levels	26	25	—	—	1	1	27	26
Total	**27**	**26**	**—**	**—**	**1**	**1**	**28**	**27**
Grand total	**47**	**45**	**—**	**—**	**1[a]**	**1[a]**	**48**	**46**

[a] Post in support of extrabudgetary administrative structures.

Subprogramme 5
Library information services

26E.68 During 1996-1997, the principal focus of the Geneva Library will be to continue the process of automating its technical services by consolidating all of its information support services infrastructure so as to provide its user community with facilitated access to the key research tools of the electronic information age. The URICA integrated library management system, which has effectively modernized processing procedures for acquisitions, cataloguing, serials control, loans and other collection servicing functions, is now fully operational and will function as the backbone infrastructure for the development of future complementary electronic services. The Library's online public access catalogue (OPAC), which now covers the period from 1987 to the present, will be expanded, through a retrospective conversion project to cover over a million additional catalogue entries from the Library's collections dating from the pre-League of Nations period through 1986, after which the Library's records are already computerized. This major project is expected to take several years, and extrabudgetary funding is being sought. The upgraded URICA system will also be further adapted to UNIX standards to optimize its full potential for allowing the remote use of its online public access catalogue by Geneva staff and mission officials directly from their offices. The Library will also provide linked access to the URICA system for the specialized reference centres in the Palais des Nations, including the Department of Humanitarian Affairs, the Centre for Disarmament Affairs, the Economic Commission for Europe, the Conference Services Division and UNCTAD, so that they can eventually manage their individual collections by means of their own specialized URICA subsystems.

26E.69 The Library will also pursue efforts to facilitate access to new external information technologies and consolidate its interlibrary loan operations by linking to electronic document delivery services. In this context, it will continue to contract with a large selection of online databases and expand its collection of materials on alternative media. It will also implement external access to its CD collections by networking them on an infoserver or jukebox so that they can be searched remotely via the United Nations Office at

Geneva local area network (LAN) and continue to link with the INTERNET to expand research access to outside library catalogues as well as bulletin boards, electronic mail and other services.

Activities

1. Published material

(a) *Recurrent publications*. *Monthly Bibliography*, parts I (books, official documents and serials) and II (selected articles); *Weekly Bibliography*; *Library News/Nouvelles de la Bibliothèque*; *Human Rights Bibliography* on CD-ROM; CD-ROM *Bibliography on Children* annual cumulative updates; production of URICA on CD-ROM; and contribution to the shared UNBIS database and hence to the quarterly publication *UNDOC: Current Index* issued at Headquarters;

(b) *Non-recurrent publications*. Revised brochure on the Library's collections and services for readers; and ongoing production of ad hoc topical bibliographies.

2. Coordination, harmonization and liaison

(a) Participating in the work and biannual meetings of the interlibrary task force of the Information Systems Coordination Committee;

(b) Networking with other United Nations libraries concerning acquisitions, collections management, interlibrary loan, new technologies, staff training and other common concerns.

3. Administrative and support services

Conference services

Library information services. Selection, acquisition and maintenance of collections for the Geneva Library; cataloguing, indexing and processing of information; provision of information support services to programmes undertaken at the United Nations Office at Geneva and to other official and public users, including permanent missions, delegations, intergovernmental and non-governmental organizations and the mass media; library automation activities, including maintenance and updating of the URICA system; maintenance and restoration of the League of Nations archives.

Resources requirements (at current rates)

Posts

26E.70 Requirements of $8,445,400 relate to continuation of 45 posts in 1996-1997. A reduction of $341,100 reflects a proposal to abolish one P-2 and one General Service (Other level) post in connection with a decision to discontinue the cataloguing of external official documents and the binding of periodicals.

Other staff costs

26E.71 A provision of $153,800, at the maintenance base level, is required for temporary staff to cover peak workload periods and replacement of regular staff on maternity or extended sick leave. It will also be used to provide clerical support for work on retrospective collections management projects, special bibliographies and computerization projects, such as the keyboarding of data for past holdings of serials into the URICA system.

Travel

26E.72 A provision of $18,500, including a reduction of $2,100, is proposed for travel of the Chief Librarian or other staff for consultations on the coordination of library programmes.

Contractual services

26E.73 Estimated requirements of $147,400, including a growth of $26,800, relate to contractual library services, including access to databases and Library production of CD-ROMs.

General operating expenses

26E.74 Requirements of $153,400, reflecting an increase of $60,800, relate to official functions, such as annual exhibitions in the Library's League of Nations Museum ($1,200), and to essential maintenance of specialized binding machinery and computer, text-processing, microform and copying equipment.

Supplies and materials

26E.75 Requirements for supplies and materials are estimated at $792,200, reflecting a reduction of $104,900. This would cover the acquisition of specialized library supplies ($778,600), including books, newspaper and periodical subscriptions, microforms and CD-ROM, as well as interlibrary loan expenses; and data-processing supplies ($13,600). The proposed reduction reflects a rationalization of the number and quantity of titles to be acquired.

Equipment

26E.76 The estimated requirements under equipment total $220,000. These include $19,400, at the maintenance base level, for office equipment such as bookshelves and microform filing cabinets; $156,400, including a reduction of $39,500, for the acquisition of office automation equipment for the Library's ongoing modernization programme, including hardware for adaptation of the URICA library management system to UNIX standards, the extension of the URICA system to other reference centres in the Palais, and specific enhancements for the URICA system, including special software to facilitate the technical link with the Dag Hammarskjöld Library's newly acquired integrated management system; and $44,200, including a growth of $12,100, for the replacement of office automation equipment.

C. Conference and library services, Vienna

Table 26E.43 **Summary of requirements by programme**
(Thousands of United States dollars)

Programme	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Editorial and official records services	2 074.7	3 058.2	6 943.2	227.0	10 001.4	1 148.8	11 150.2
Meeting, interpretation and verbatim reporting services	8 162.0	8 282.7	302.8	3.6	8 585.5	844.9	9 430.4
Translation services	17 142.6	19 548.1	(349.1)	(1.7)	19 199.0	1 878.7	21 077.7
Publishing services	2 704.7	2 853.8	2 250.8	78.8	5 104.6	577.9	5 682.5
Library information services	1 920.8	2 610.1	274.0	10.4	2 884.1	291.5	3 175.6
Total	**32 004.8**	**36 352.9**	**9 421.7**	**25.9**	**45 774.6**	**4 741.8**	**50 516.4**

Table 26E.44 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	9 235.5	11 293.5	18 090.7	160.1	29 384.2	3 281.1	32 665.3
Other staff costs	11 479.4	8 973.4	3 419.9	38.1	12 393.3	1 073.5	13 466.8
Travel	15.7	9.5	20.4	214.7	29.9	2.4	32.3
Contractual services	—	1.7	625.2	36 776	626.9	53.8	680.7
General operating expenses	3.3	—	—	—	—	—	—
Supplies and materials	359.1	435.0	—	—	435.0	37.7	472.7
Equipment	9.1	256.7	161.9	63.0	418.6	35.7	454.3
Other	10 902.7	15 383.1	(12 896.4)	(83.8)	2 486.7	257.6	2 744.3
Total	**32 004.8**	**36 352.9**	**9 421.7**	**25.9**	**45 774.6**	**4 741.8**	**50 516.4**

Table 26E.45 **Post requirements**

Programme: Conference and library services, Vienna

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-1	1	2	—	—	—	—	1	2
P-5	9	8	—	—	—	—	9	8
P-4/3	79	80	—	—	—	—	79	80
P-2/1	5	4	—	—	—	—	5	4
Total	**94**	**94**	**—**	**—**	**—**	**—**	**94**	**94**
General Service category								
Principal level	6	6	—	—	—	—	6	6
Other levels	96	96	—	—	—	—	96	96
Total	**102**	**102**	**—**	**—**	**—**	**—**	**102**	**102**
Grand total	**196**	**196**	**—**	**—**	**—**	**—**	**196**	**196**

26E.77 Following conversion of UNIDO to specialized agency status in 1985, conference services at the Vienna International Centre were managed jointly by the United Nations and UNIDO, with the United Nations administering meetings and interpretation services and UNIDO administering translation and documentation services. IAEA provides common printing and library services to all three organizations. Pursuant to General Assembly resolutions 39/68 A of 13 December 1984, 39/242 of 18 December 1984, 44/201 A of 21 December 1989, 45/248 A of 21 December 1990, 48/222 A of 23 December 1993 and 48/218 A of 23 December 1993, the Secretary-General pursued negotiations with UNIDO and IAEA with a view to establishing unified conference services at Vienna under the administration of the United Nations. It has been the consistent position of the Secretary-General, and endorsed by the General Assembly, that this would represent the best solution from the standpoint of cost efficiency and that such a unified service operated by the United Nations would be best equipped to promote the most efficient and effective use of scarce resources.

26E.78 Agreement was reached with IAEA on establishment from 1992 of a common interpretation service. By section VIII of its resolution 46/185 A of 20 December 1991, the General Assembly accepted this recommendation. As regards other conference services, however, IAEA has maintained the view that its specialized needs in the area of translation and publications could not be met by a unified conference service.

26E.79 Following extensive and lengthy discussions, UNIDO agreed to proceed to the establishment of a unified conference service under the management of the United Nations, and, at its fifth session in December 1993, the General Conference of UNIDO, in its decision GC.5/Dec.19, urged the Director-General to finalize as soon as possible arrangements for the transfer of conference services to the United Nations Office at Vienna effective 1 January 1995. Accordingly, the Secretary-General submitted revised estimates (A/C.5/49/24) to the General Assembly at its forty-ninth session. By its resolution 49/237 of 31 March 1995, the General Assembly, *inter alia*, requested the Secretary-General to proceed to establish the unified conference-servicing facility at the Vienna International Centre under the management of the United Nations on the basis of the following elements and criteria:

(a) The transfer of the conference-servicing posts of UNIDO to the United Nations on the basis of the existing staffing table of UNIDO, effective 1 April 1995;

(b) The establishment of the unified conference-servicing facility under subsection C, Conference and library services, Vienna, of section 25E, Conference services, and section 25I, United Nations Office at Vienna, of the programme budget for the biennium 1994-1995, within existing resources, taking into account increased income in respect of reimbursements from UNIDO for services provided by the United Nations;

(c) An examination of the cause for the high vacancy rate in the Professional category before making any proposal in respect of the staffing table for conference services at Vienna;

(d) A review, in the context of his proposed programme budget for the biennium 1996-1997, of the requirements for conference-servicing staff for and the organigramme of the unified conference services at the United Nations Office at Vienna on the basis of the most updated actual workload statistics and the related United Nations workload standards in conference servicing, taking into account the current and future requirements for conference servicing at Vienna.

26E.80 Accordingly, a unified conference service was established at Vienna, effective 1 April 1995. As the General Assembly did not adjust the appropriation for 1994-1995, however, the impact of this growth is fully reflected in 1996-1997, and this explains the substantial increase of $9.4 million, or nearly 26 per cent, now proposed. It should be noted in this context that this increase is substantially less than foreshadowed in the revised estimates for the biennium 1994-1995. For purposes of comparison, the biennialization of the Secretary-General's proposals in document A/C.5/49/24 would have involved an increase of $11.1 million.

26E.81 This biennialization is offered only for illustrative purposes. Nevertheless, the proposals now put forward reflect a real effort on the part of the Secretariat to limit the resources requested to the minimum amount that will realistically be required. In this context, account has been taken of a number of factors, including the workload pattern in the past, the proposed increase in more economical contractual translation and savings to be anticipated from filling the vacant professional posts now that the future of conference services at Vienna has been settled.

26E.82 The changes earlier proposed in the management of the Interpretation and Meetings Service are resubmitted herewith, involving the creation of a D-1 post to head the Service and a P-4 post to head the Meetings Planning and Servicing Section and the abolition of an existing P-5 post and a P-2 post. Given the views expressed by the General Assembly and the very recent establishment of the unified conference service, no other changes to the current level of staffing are proposed at this point. The Secretary-General will keep the question under review, however, to determine the optimal balance between permanent and temporary staff.

26E.83 Finally, the new arrangements for conference services at Vienna, including the proposed revisions for the biennium 1996-1997, will not result in a net increase of expenditures owing to the significant increase of offsetting income arising from the reimbursement by UNIDO for services rendered to it, as well as the growth in revenue from IAEA for the expanded interpretation services provided to it by the United Nations since 1992. Estimates are reflected under income section 2. Actual income, of course, will depend on the actual workload undertaken in 1996-1997 and the result of discussions to be undertaken with UNIDO and IAEA on cost-sharing arrangements. Estimates in income section 2 are based on current cost-sharing formulas and the assumption of a steady workload in 1996-1997 as compared with 1993 and 1994.

1. Editorial and official records services

Table 26E.46 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	116.8	1 138.5	6 406.5	562.7	7 545.0	935.7	8 480.7
Other staff costs	236.3	312.8	2 143.6	685.2	2 456.4	213.1	2 669.5
Other	1 721.6	1 606.9	(1 606.9)	(100.0)	—	—	—
Total	**2 074.7**	**3 058.2**	**6 943.2**	**227.0**	**10 001.4**	**1 148.8**	**11 150.2**

Table 26E.47 **Post requirements**

Programme: Editorial and official records services, Vienna

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
P-5	1	1	—	—	—	—	1	1
P-4/3	7	7	—	—	—	—	7	7
P-2/1	1	1	—	—	—	—	1	1
Total	**9**	**9**	**—**	**—**	**—**	**—**	**9**	**9**
General Service category								
Principal level	1	1	—	—	—	—	1	1
Other levels	55	55	—	—	—	—	55	55
Total	**56**	**56**	**—**	**—**	**—**	**—**	**56**	**56**
Grand total	**65**	**65**	**—**	**—**	**—**	**—**	**65**	**65**

Subprogramme 1
Editorial and official records services

26E.84 Provision is made under this subprogramme for the Editorial Control Section, the Documents Control Section and the Text Processing Unit, all under the Translation and Editorial Service, as well as the Correspondence Unit, which forms part of the Interpretation and Meetings Service.

Activities

Administrative support services

Conference services

Editorial and official records services. Planning and coordination of the production schedule for documentation in accordance with the requirements of meetings; editing and processing of documentation for meetings; editing of other reports and publications; text processing of fair copy for reproduction; and preparation of correspondence and notes verbales.

26E.85 Workload data is shown in table 26E.48.

Table 26E.48 **Editorial and official records services: workload statistics**

		1990-1991 (actual)	*1992-1993 (actual)*	*1994-1995 (estimate)*	*1996-1997 (estimate)*
(a)	Editing (thousands of words)				
	United Nations	3 106	5 241	5 427	5 427
	UNIDO	4 245	3 161	3 216	3 216
	Total	**7 351**	**8 402**	**8 643**	**8 643**
(b)	Text processing (thousands of words)				
	United Nations	42 191	39 328	42 924	42 924
	UNIDO	29 241	27 194	24 983	24 983
	Total	**71 432**	**66 522**	**67 907**	**67 907**

Resource requirements (at current rates)

Posts

26E.86 The proposed increase of $6,406,500 for this item reflects the delayed impact of the transfer of 54 posts (1 P-5, 2 P-4, 5 P-3, 1 P-2/1, 1 General Service (Principal level) and 44 General Service (Other level)) from UNIDO.

Other staff costs

26E.87 Estimated requirements of $2,456,400, including a growth of $2,143,600, relate to temporary assistance for meetings ($2,446,400) and a new provision for overtime ($10,000). The increase for temporary assistance for meetings, *inter alia*, reflects a decision not to request at this point the conversion to established posts of 23 General Service positions earlier requested in the revised estimates for 1994-1995.

Other

26E.88 The existing provision of $1,606,900 for reimbursements to UNIDO will clearly not be required in 1996-1997.

2. Meeting, interpretation and verbatim reporting services

Table 26E.49 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	5 111.5	5 916.2	(131.8)	(2.2)	5 784.4	601.7	6 386.1
Other staff costs	3 005.4	2 303.2	361.0	15.6	2 664.2	231.2	2 895.4
Travel	15.7	9.5	—	—	9.5	0.7	10.2
Contractual services	—	1.7	(1.7)	(100.0)	—	—	—
Equipment	9.1	10.0	79.8	798.0	89.8	7.5	97.3
Other	20.3	42.1	(4.5)	(10.6)	37.6	3.8	41.4
Total	**8 162.0**	**8 282.7**	**302.8**	**3.6**	**8 585.5**	**844.9**	**9 430.4**

Table 26E.50 **Post requirements**

Programme: Meeting, interpretation and verbatim reporting services, Vienna

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-1	—	1	—	—	—	—	—	1
P-5	2	1	—	—	—	—	2	1
P-4/3	22	23	—	—	—	—	22	23
P-2/1	1	—	—	—	—	—	1	—
Total	**25**	**25**	**—**	**—**	**—**	**—**	**25**	**25**
General Service category								
Principal level	1	1	—	—	—	—	1	1
Other levels	7	7	—	—	—	—	7	7
Total	**8**	**8**	**—**	**—**	**—**	**—**	**8**	**8**
Grand total	**33**	**33**	**—**	**—**	**—**	**—**	**33**	**33**

Subprogramme 2
Meeting, interpretation and verbatim reporting services

26E.89 Provision is made under this subprogramme for the Office of the Chief of the Interpretation and Meetings Service, as well as for the Meetings Planning and Servicing Section and the Interpretation Section, both of which belong to the Service. Under the new structure, it is proposed to adjust the levels of supervisory staff in the Service to accommodate its expanded responsibilities under the new unified structure.

Activities

Administrative support services

Conference services

Meeting, interpretation and verbatim reporting services. Provision of meeting planning services for the United Nations and UNIDO; scheduling of meetings and allocation of related resources; and provision of simultaneous interpretation in the six official languages for UNIDO, IAEA and Vienna-based United Nations units, as well as for meetings convened at Vienna by other departments and offices of the Secretariat and for meetings of Vienna-based bodies held outside Vienna.

26E.90 Workload statistics relating to this subprogramme are shown in table 26E.51.

Table 26E.51 **Meeting and interpretation services: workload statistics**

	1990-1991 (actual)	*1992-1993 (actual)*	*1994-1995 (estimate)*	*1996-1997 (estimate)*
Meetings serviced (total)	4 262	3 724	3 531	3 531
United Nations	1 833	1 547	1 684	1 684
UNIDO	2 429	2 177	1 847	1 847
Interpreter-days (total)	8 249	8 489	10 045	10 045
United Nations	6 412	4 935	5 900	5 900
UNIDO	1 837	1 581	1 978	1 978
IAEA	—	1 973	2 167	2 167

Resource requirements (at current rates)

Posts

26E.91 In order to strengthen the management of the unified service, it is again proposed to establish a D-1 post for the Chief of the Interpretation and Meetings Service, which includes the Reproduction, Distribution and Correspondence Units, as well as the units included under this subprogramme. Following this strengthening of the management structure, it is deemed possible to replace an existing P-5 post and a P-2 post under this subprogramme with a new P-4 post. Owing to the different standard costs applied to new and existing posts, this would result in a reduction of $131,800 to $5,784,400 under this item.

Other staff costs

26E.92 Increases are proposed for temporary assistance ($345,900 to $2,620,800) and overtime ($15,100 to $43,400) based on past expenditure patterns and the significant level of demand for interpretation services from IAEA.

Travel

26E.93 A provision of $9,500, at maintenance base level, is proposed for travel of staff to coordination meetings in New York and Geneva.

Contractual services

26E.94 A provision of $1,700 for data-processing services is proposed to be redeployed to the equipment line for acquisition of computer software.

Equipment

26E.95 An amount of $89,800, including a growth of $79,800, is proposed for acquisition ($67,600) and replacement ($22,200) of office automation equipment and software, including provision for acquisition of portable computers with docking stations that can be used at Vienna or at conference sites elsewhere.

Other

26E.96 A reduction of $4,500 to $37,600 is proposed for printing cost reimbursements to IAEA, as the result of improved efficiency of operations.

3. Translation services

Table 26E.52 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	4 007.2	4 238.8	8 265.9	195.0	12 504.7	1 300.6	13 805.3
Other staff costs	7 569.1	5 990.2	(272.0)	(4.5)	5 718.2	494.4	6 212.6
Travel	—	—	20.4	—	20.4	1.7	22.1
Contractual services	—	—	626.9	—	626.9	53.8	680.7
Equipment	—	246.7	82.1	33.2	328.8	28.2	357.0
Other	5 566.3	9 072.4	(9 072.4)	(100.0)	—	—	—
Total	**17 142.6**	**19 548.1**	**(349.1)**	**(1.7)**	**19 199.0**	**1 878.7**	**21 077.7**

Table 26E.53 **Post requirements**

Programme: Translation services, Vienna

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	6	6	—	—	—	—	6	6
P-4/3	48	48	—	—	—	—	48	48
Total	**55**	**55**	**—**	**—**	**—**	**—**	**55**	**55**
General Service category								
Other levels	13	13	—	—	—	—	13	13
Total	**13**	**13**	**—**	**—**	**—**	**—**	**13**	**13**
Grand total	**68**	**68**	**—**	**—**	**—**	**—**	**68**	**68**

Subprogramme 3
Translation services

26E.97 Provision is made under this subprogramme for the Office of the Chief of the Translation and Editorial Service, the six translation sections, the Contractual Translation Unit and the Reference and Terminology Section, which all fall under the Service. The Service also includes the Editorial and Composition Section, for which provision is made under subprogrammes 1 and 4, and the Documents Control Section and the Text Processing Unit, for which provision is made under subprogramme 1. A major concern of the Service will be management of the transition from Wang-based text processing to Wordperfect LAN-based systems and the extension of office automation to other staff of the Service, as appropriate.

Activities

Administrative support services

Conference services

Translation services. Translation and revision of documents, official correspondence and publications; arranging for contractual translation and other services; and provision of reference and terminology services for translators, interpreters and editors.

26E.98 Workload statistics are shown in table 26E.54.

Table 26E.54 **Translation services: workload statistics**
(Thousands of words)

	1990-1991 (actual)	*1992-1993 (actual)*	*1994-1995 (estimate)*	*1996-1997 (estimate)*
Translation and revision staff				
United Nations	22 272	21 260	23 204	23 204
UNIDO	13 557	12 035	11 192	11 192
Subtotal	**35 829**	**33 295**	**34 396**	**34 396**
Contractual				
United Nations	2 285	4 433	3 158	3 158
UNIDO	1 950	1 045	665	665
Subtotal	**4 235**	**5 478**	**3 823**	**3 823**
Total	**40 064**	**38 773**	**38 219**	**38 219**

Resource requirements (at current rates)

Posts

26E.99 Growth of $8,265,900 to $12,504,700 reflects the delayed impact of the transfer of 44 posts (1 D-1, 6 P-5, 15 P-4, 13 P-3 and 9 General Service (Other level)) from UNIDO.

Other staff costs

26E.100 A reduction of $272,000 to $5,718,200 reflects a negative growth for temporary assistance of $478,000 to $5,512,200 based on an evaluation of anticipated minimum requirements in 1996-1997, including economies anticipated from filling vacant language posts.

Travel

26E.101 A new provision of $20,400 relates to participation in the Inter-agency Meeting on Language Arrangements, Documentation and Publications and annual meetings of United Nations conference service chiefs, as well as to attendance during consideration by the General Assembly of issues related to conference services.

Contractual services

26E.102 A new provision of $626,900 is proposed for contractual translation services, based on past expenditure patterns. As feasible and appropriate, possibilities for expanding the volume of contractual translation will be explored, as this generally proves more economical.

Equipment

26E.103 A provision of $328,800, including a growth of $82,100, is proposed to complete the conversion from the old Wang system to a PC-based local area network with Wordperfect software that was begun in 1994-1995.

Other

26E.104 The provision of $9,072,400 for reimbursements to UNIDO will clearly not be required.

4. Publishing services

Table 26E.55 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	—	—	3 550.1	—	3 550.1	443.1	3 993.2
Other staff costs	668.6	367.2	1 187.3	323.3	1 554.5	134.8	1 689.3
Other	2 036.1	2 486.6	(2 486.6)	(100.0)	—	—	—
Total	**2 704.7**	**2 853.8**	**2 250.8**	**78.8**	**5 104.6**	**577.9**	**5 682.5**

Table 26E.56 **Post requirements**

Programme: Publishing services, Vienna

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
P-4/3	2	2	—	—	—	—	2	2
P-2/1	3	3	—	—	—	—	3	3
Total	**5**	**5**	**—**	**—**	**—**	**—**	**5**	**5**
General Service category								
Principal level	4	4	—	—	—	—	4	4
Other levels	21	21	—	—	—	—	21	21
Total	**25**	**25**	**—**	**—**	**—**	**—**	**25**	**25**
Grand total	**30**	**30**	**—**	**—**	**—**	**—**	**30**	**30**

Subprogramme 4
Publishing services

26E.105 Provision is made under this subprogramme for the Reproduction and Documents Distribution Units, which form part of the Interpretation and Meetings Service, and the Composition Unit, which forms part of the Editorial Control and Composition Section under the Translation and Editorial Service. The bulk of reproduction, approximately 80 per cent on average, is done by IAEA on behalf of the United Nations and UNIDO. The balance, primarily in-session documentation, has been processed by UNIDO, and will now be processed by the unified service using high-speed copiers.

Activities

Administrative support services

Conference services

Publishing services. Provision of typesetting, layout, graphic presentation and related printing services; reproduction of material prepared by United Nations bodies; and distribution of documentation.

26E.106 Statistics on services provided both by IAEA and by UNIDO and, prospectively, the United Nations are shown in table 26E.57.

Table 26E.57 **Publishing services: workload statistics**

	1990-1991 (actual)	*1992-1993 (actual)*	*1994-1995 (estimate)*	*1996-1997 (estimate)*
Reproduction (thousands of page impressions)				
United Nations	82 254	88 685	94 172	94 172
UNIDO	94 583	70 196	66 056	66 056
Total	**176 837**	**158 881**	**160 228**	**160 228**
Distribution (thousands of items)				
United Nations	4 481	4 178	4 572	4 572
UNIDO	4 855	4 189	3 728	3 728
Total	**9 336**	**8 367**	**8 300**	**8 300**

Resource requirements (at current rates)

Posts

26E.107 The new provision of $3,550,100 reflects delayed growth from the transfer of 30 posts (2 P-3, 3 P-2/1, 4 General Service (Principal level) and 21 General Service (Other level)) from UNIDO.

Other staff costs

26E.108 The increase of $1,187,300 to $1,554,500 for this item reflects requirements for additional staff resources. In this connection, in the revised estimates submitted for 1994-1995, it was proposed to convert to established status 12 General Service (Other level) positions which have been encumbered for a number of years, although financed on a temporary basis. This proposal is not being made again at this point, pending a review of the overall position of the new unified service at Vienna, but a corresponding provision must be made under temporary assistance.

Other

26E.109 Provision for reimbursements to UNIDO will clearly no longer be required.

5. Library information services

Table 26E.58 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
General operating expenses	3.3	—	—	—	—	—	—
Supplies and materials	359.1	435.0	—	—	435.0	37.7	472.7
Other	1 558.4	2 175.1	274.0	12.5	2 449.1	253.8	2 702.9
Total	**1 920.8**	**2 610.1**	**274.0**	**10.4**	**2 884.1**	**291.5**	**3 175.6**

Subprogramme 5
Library information services

26E.110 The Vienna International Centre Library is operated by IAEA as a common service for all organizations at the Vienna International Centre. For administrative purposes, resource estimates under this subprogramme also include a provision for common printing services provided by IAEA. Library and printing services will continue to be provided on behalf of the United Nations and UNIDO by IAEA.

Activities

Administrative support services

Conference services

Library services. Selection, acquisition and maintenance of books, documents, publications, serials, journals, newspapers and other material; cataloguing, indexing and processing of material acquired; and provision of reference and loan services to users.

Resource requirements (at current rates)

Supplies and materials

26E.111 The estimated requirements ($435,000) relate to the acquisition of library books and periodicals purchased in support of United Nations substantive and administrative units located at Vienna.

Other

26E.112 The estimated requirements ($2,449,100, including a growth of $274,000) relate to the reimbursement to IAEA for printing and reproduction services ($1,428,400), for the United Nations share of the staff and general operating costs of the Vienna International Centre Library ($1,015,500) and for connection to the IAEA mainframe-based Library Catalogue for the International Trade Law Branch ($5,200). The growth of $274,000 relates to the increased share of library costs borne by the United Nations consequent upon the increase in staffing levels with the establishment of the unified service under the United Nations.